



# Photo Identification Badge Request

**Full Name (as enrolled or on file with HR)** \_\_\_\_\_

**Student/Employee Identification Number** \_\_\_\_\_

**You will need to present a valid Picture ID (i.e. Drivers License, State ID) at the time your card is produced.**

I understand that the information I choose to give above will be used to produce an Everett Community College **Photo Identification Badge**. Further, I understand that this badge must be surrendered to my supervisor upon termination or separation of my employment.

\_\_\_\_\_  
**Student/Staff Signature**

\_\_\_\_\_  
**Date**

**FOR ADMINISTRATIVE USE ONLY**

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\_\_\_\_ Employment Verified and Photo Identification Badge Approved

Indicate badge type:

\_\_\_ **Student** Employee Badge

\_\_\_ EvCC **Staff** Badge

\_\_\_ **Volunteer** Badge

Comments:

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Instructions:**

1. Any required checks are completed.
2. Candidate completes their hiring paperwork with assistance from their supervisor.
3. Supervisor signs this form and takes candidate to the Paperclip to have their picture taken.
4. Candidate will need to provide Photo ID to complete this request.