



## Reprographics

4400 Cathedral Oaks Road  
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# ID Badge Request

Please bring completed and signed form with you on day picture is taken.

Date Submitted: \_\_\_\_\_

### Information to be included on the badge:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Program: \_\_\_\_\_

Clip (standard)     Neck lanyard     Both

### Approval:

Trucking site: \_\_\_\_\_

\_\_\_\_\_  
Program Administrator

Trucking day: \_\_\_\_\_

\_\_\_\_\_  
Date

### **Procedure for picture taking:**

#### • North County

Please bring this form (completed and signed) on day picture is to be taken to Donna Scott, in the North County Office on the last working day of the month. Donna will take your picture and forward it to Olga. Your badge will be trucked to you when completed.

#### • South County

Please bring this form (completed and signed) on day picture is to be taken to Olga Aguilar, Reprographics, Cathedral Oaks site. Pictures will be taken the second and fourth Fridays of the month. **Please call to verify time (ext. 5270).**

**Distribution:** *White* – Reprographics; *Yellow* – Returned with Badge; *Pink* – Originator Hold Copy