



# OWCM ID Badge Request Form

**Leaders:** Please note that this form initiates the ID badge process. Technicians *will not* honor any badge requests if the Department Head or Volunteer does not present this form *at the time* of taking the ID picture.

Department: \_\_\_\_\_ Date Requested: \_\_\_\_\_

I, \_\_\_\_\_, am requesting a badge (or badges) for the following volunteer(s).  
 (DEPARTMENT HEAD)

Name	Department	Title (if applicable)	Reason for Request* (choose one)
			<input type="checkbox"/> New Badge <input type="checkbox"/> Replacement Badge <input type="checkbox"/> Updated Badge
			<input type="checkbox"/> New Badge <input type="checkbox"/> Replacement Badge <input type="checkbox"/> Updated Badge
			<input type="checkbox"/> New Badge <input type="checkbox"/> Replacement Badge <input type="checkbox"/> Updated Badge
			<input type="checkbox"/> New Badge <input type="checkbox"/> Replacement Badge <input type="checkbox"/> Updated Badge
			<input type="checkbox"/> New Badge <input type="checkbox"/> Replacement Badge <input type="checkbox"/> Updated Badge

\* **New Badge**=new volunteer; **Replacement Badge**=badge has been lost, damaged, etc; **Updated Badge**=needs new logo

**NOTE: THERE IS A \$5 CHARGE FOR REPLACEMENT BADGES. THIS FEE MUST BE PAID (IN CASH) AT TIME OF REQUEST. ID TECHNICIAN WILL PROVIDE A RECEIPT FOR THE \$5 FEE.**

Request Received By: \_\_\_\_\_ Date Request Received: \_\_\_\_\_  
 (ID TECHNICIAN)