

Badge #

Log #

County of Ventura  
GSA - F&M Special Services & Security  
**ID Badge or Lamination Requisition Form**

For all ID Badge requests, this form **must** be sent to IDBADGE@ventura.org. **A VALID U.S.GOVERNMENT ISSUED PHOTO ID AND AUTHORIZED SIGNATURE IS REQUIRED TO PROCESS AN ID BADGE.** For supply or lamination requisitions, email this form to IDBADGE@ventura.org or call (805) 477-1554 for information.

**Requesting Department Information**

Requesting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_ Unit #: \_\_\_\_\_ Program: \_\_\_\_\_

Phone: \_\_\_\_\_ Activity: \_\_\_\_\_ Phase: \_\_\_\_\_

Email: \_\_\_\_\_ Function: \_\_\_\_\_ Task: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Object: \_\_\_\_\_ Dept. Obj.: \_\_\_\_\_

**Employee Information**

Name: \_\_\_\_\_  
last first Middle

VCHRP ID # \_\_\_\_\_ Permanent Hire Date: \_\_\_\_\_

Payroll Title: \_\_\_\_\_ Badge Expiration Date: \_\_\_\_\_

Work Site: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

**Vendor/Volunteer Information**

Name: \_\_\_\_\_  
last first Middle

Badge Expiration Date: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ DL Expiration. Date: \_\_\_\_\_

Last 4 Digits of the SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Background Checks are Required for All Vendors/Volunteers**

- ☐ I hereby certify that a background check has been performed and has been found acceptable to this department.
- ☐ Please conduct a background check.
- If the second box has been checked, please inform the individual that a background check will be conducted by the General Services Agency and that a signed release form and Social Security Number are required. There will be a charge to your Department, see price list below.*
- ☐ 22nd Century Technologies Inc. Employee. No additional vetting requested at this time.

**Type of ID Badge Requested:**

- ☐ Regular Employee ☐ Grand Jury ☐ Visitor
- ☐ Management ☐ Extra - Help Employee ☐ Volunteer
- ☐ Contractor/Vendor ☐ Intermittent Employee ☐ Department Provided Card

Contractor/Vendor Name: \_\_\_\_\_ Access Group (If Known): \_\_\_\_\_

**Price List**

**Services**

\$6.00 ☐ Lamination and Photo on Provided Card

\$7.00 ☐ Lamination, Photo, Clip on Provided Card

\$3.00 ☐ Lamination (Letter)

**Badges**

\$5.00 ☐ ID Badge - No Access

\$5.00 ☐ Renewal with Badge Provided

\$10.00 ☐ Reprinting Due to Customer Error

\$45.00 ☐ Complete Badge with Access Card

\$32.00 ☐ Replacement of Lost Badge with Access Card

**Supplies**

\$1.11 ☐ Clear Plastic Pouch / Plastic Guard

\$1.42 ☐ Nylon Neck Lanyard COV

\$8.63 ☐ Leather Badge Holder

\$3.29 ☐ Premier Retractable Badge Holder

\$3.47 ☐ Chrome Retractable Badge Clip

\$3.75 ☐ Chrome JUMBO Retractable Badge Clip

\$4.00 ☐ Extra Photo (Plastic Card)

\$35.00 ☐ Background Check

\$14.00 ☐ Key Fob

\$5.00 ☐ Blank Card

Other \_\_\_\_\_

**GSA - Special Services Use Only**

\_\_\_\_\_ **Total Charges**      **Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_