

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: _____ New Badge Expiration Date: _____
 Work Site: _____ Driver's License Number: _____

Contractor/Vendor/Volunteer Information

Name: _____
last first Middle
 New 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		Supplies	
\$18.00	<input type="checkbox"/> Lamination, Photo, Clip on Provided Card	\$1.15	<input type="checkbox"/> Clear Plastic Pouch / Plastic Guard *
\$5.00	<input type="checkbox"/> Lamination (Letter)	\$4.00	<input type="checkbox"/> Nylon Sports Lanyard COV *
\$10.00	<input type="checkbox"/> Employee ID Photo Extraction	\$12.25	<input type="checkbox"/> Leather Badge Holder with Clip *
		\$3.50	<input type="checkbox"/> Premier Retractable Badge Holder *
		\$4.50	<input type="checkbox"/> Chrome Retractable Badge Holder *
		\$6.00	<input type="checkbox"/> Extra Photo (on Plastic Card)
		\$45.00	<input type="checkbox"/> Background Check
		\$16.00	<input type="checkbox"/> Digital Key Fob
		\$5.00	<input type="checkbox"/> Blank Card
			<input type="checkbox"/> Other _____

*** RETAIL ITEM. CHARGE B/U # THROUGH CASH REGISTER. TOTALS NOT INCLUDED BELOW**

GSA - Special Services Use Only

_____ **Total Charges** **Processed By:** _____ **Date:** _____