



### Badge Order Form

	Authorized Employee & V00 number:	Name to Appear on Card	Title to Appear on card is: <i>(under name)</i>	Unit / Dept. to Appear on card <i>(at bottom of card)</i>
1	Ex: John Doe V00253519	Ex: John (or) Ex: John Doe	Ex: Carpenter Ex: Help Desk Assistant	Ex: Carpentry Shop Ex: UVic Systems
2				
3				
4				
5				
6				
7				
8				

**CONTACT INFORMATION:** *(Please print)*

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: ***(Print)*** \_\_\_\_\_ Department Director: ***(Signature)***: \_\_\_\_\_

Account number for the \$5.00 badge fee: \_\_\_\_\_

If a photo is on file would you like these mailed to you?  **YES**  
 **NO** Patron will visit the ID Centre - ***must visit ID Centre within 30 days of date signed***