

## EASTERN VIRGINIA MEDICAL SCHOOL HUMAN RESOURCES EVMS ID BADGE REQUEST

## PLEASE COMPLETE YOUR CONTACT INFORMATION

Date:	
Department:	
Contact Name:	
Phone:	Fax:
Email:	
Signature of Department Head:	
Badges will be picked up by:	

## **INSTRUCTIONS**

## When complete you must:

- **Print** the document.
- Secure the required signatures in the yellow areas provided.
- Forward to EVMS Human Resources via:
  - Interoffice Mail: Human Resources
  - o **FAX**: 757-446-6135
  - o **Email:** <u>EVMSHR@evms.edu</u> or <u>Sageel@evms.edu</u>
- Questions: EVMS Human Resources 446-6043

Quantity	Expiration Date	Name to Appear on Badge (Personal ID Badges may require the Presentation of a picture ID.)	Туре	*If Type is Other, Explain:  (Please verify with Human Resources whether additional screenings are necessary prior to submitting ID request.)
			Choose One:	

- All faculty, staff, student, residents and volunteers receive their EVMS ID badge as part of their relationship with EVMS.
- EVMS ID Badge requests are for non-EVMS personnel: contractor, emeritus, board, temporary, vendor, community faculty, etc. Replacement fees of \$15.00 for employees.
- All non-EVMS ID Badges require an expiration date and an annual review to defer the expiration date
- Non-EVMS badges for a specific person require a digital picture. Pictures are provided by Human Resources Monday through Friday, 8:00am and 4:30pm. Persons requiring pictures may bring the signed form with them.
- Non-EVMS badges are not provided without this completed and signed form.
- The signatory is responsible for all badges issued and for notifying Human Resources of loss, theft or the need for immediate deactivation.