



BADGE REQUEST FORM

For any badge changes, you will need this form along with the old badge. For security reasons, no changes will be made to an existing badge without this form and proper documentation! Please fill out this form and have an administrator sign it. If you have lost your badge, please notify your administrator immediately, so they can deactivate your badge.

PLEASE CHECK THE APPROPRIATE LINE, THAT APPLIES:

If you have **lost, misplaced**, or otherwise no longer possess your Rankin County ID Badge, you will be required to pay a \$10 replacement fee in the form of cash or a check made out to RCSD. You will need to attach the cash/check to this form and send it in to Michelle Morris. **Please circle the badge you need to replace (REGULAR BADGE or HALL PASS BADGE).**

If your ID Badge has **broken**, you will need to send your broken badge with this form in order for the replacement fee to be waived.

If you have a **title change**, please fill out this form and send in with your old badge, the replacement fee will be waived, and your new badge will be sent to your school. **Note: If you have a regular badge and a hall pass badge please send in both badges to be updated.**

If you have a **name change**, you will need to complete a PERS 1C Change of Information and bring a copy of your updated social security card to Chelsea McCrory. Once you have completed that process, send in your old badge along with this form for the name change and the badge fee will be waived. **Note: If you have a regular badge and a hall pass badge please send in both badges to be updated.**

Employee Name Last Four of SS# --

Position School / Department

Employee Signature

Date

Administrator Signature

Date