



## Photo Hours

ID badge photos are taken in the Copy Center Monday-Friday from 8:00-5:00.

## New ID Badges

On the first day of employment, new employees are escorted to the Copy Center by Learning & Development for their ID badge photo. New employees may pick up their ID badge at the Security Desk at the end of their first work day. They will be asked to trade the temporary badge issued to them for their new permanent ID badge.

## Replacement Badges

If your ID badge is lost or damaged, prior to stopping in for a replacement photo, please complete the ID badge Request Form under the links section on the Corporate Home page.

Once your photo is taken, it will be forwarded to the Security Desk for processing. New badges will either be delivered to you by a member of the Security Team or you will be directed to pick your new badge up from the Security Desk.

Each 5<sup>th</sup> year of tenure (Example: 5, 10, 15, etc.), employees are invited to stop by and have their ID badge photo updated after filling out the ID Badge Request Form.

**Note:** ID badges are costly. Please take care of your ID badge and refrain from leaving it in your vehicle during the summer.

## Vehicle Information

The Security Team provides general supervision over vehicles parked on corporate property. This includes notice of parking restrictions and/or changes. Employees are asked to provide information about the vehicles that they will be parking on corporate property as they perform their job duties. This vehicle information is collected from all employees when a new employee ID badge is issued. Please be prepared to share the following vehicle information when stopping in for your photo: year, color, make, model and license plate number.