



Badge Form

Badges must be worn onsite at all times.

The cost for new and replacement badges is \$10.00 per badge.

Please allow 24-48 hours for your badge to be created.

List information below as it should be listed on the badge

Full Name: _____

Name of Organization: _____

Job Title: _____

Badge Holder's Identification Information

Phone Number: _____

Email Address (Unclassified): _____

Last 6 digits of Driver's License#: _____

Emergency Contact: _____

Emergency Contact Relationship: _____ Emergency Contact Phone Number: _____

Optional: Check here to be added to the Envoy guest check-in system at the front desk
Envoy will send a text message and email to notify you if a visitor is waiting in the lobby

Approval for Badge and Access

Name: _____ Title: _____

Signature: _____ Date: _____

Requested Access: _____

GCC Staff Use Only

Date Received: _____ Background Check Complete: _____

Approved By: _____ Photo ID: _____

Approved Access: _____ Badge ID#: _____

Printed Date/Initials: _____ HID Corporate #: _____