**Name Tag Request Form**

\*If you are requesting an ID for the Ft. Riley area, this information will not appear on your ID

(Name – as you want it on your name tag)

(Position Title – if you want it on your name tag)\*

(Department – if you want it on your name tag)\*

(Certifications: ex. RN – if you want it on your name tag)\*

**Check one:** ID with photo: \_\_ (schedule appointment with HR) ID without photo: \_\_

**ID type:** Lanyard (lanyard not provided)\_ Wallet style \_ Magnet style\_\_

**Employee number (if Ft. Riley ID, use DL number):** \_\_\_\_\_\_\_

**Employee extension:** \_\_

**Building to send materials to:** \_

**Employee Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_