



# Columbus City Schools

## Photo ID Badge Replacement Form

Please provide the following information:

Name \_\_\_\_\_ ID# \_\_\_\_\_

Job Title \_\_\_\_\_

Work Location \_\_\_\_\_ Phone \_\_\_\_\_

Reason for ID badge replacement:

- Lost/Stolen**
- Broken**
- Wear and Tear (attach current card)**
- Name Change (attach current card)**

**Please Note:** There is an \$8.00 charge if previous badge is less than 2 years old. Only credit card, debit card or money orders will be accepted.

Please present legal documentation of name change to HR

Do you need a new lanyard?  Yes  No

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

\_\_\_\_\_  
**Date**

This form can be returned to the Human Resources Satellite Office,  
3700 South High Street, Columbus, OH 43207 or faxed to 614-365-8332