



**City of Albuquerque  
General Services Department  
Metro Security Division**

## ID Badge Request Form

For ID Badge requests, please complete this form entirely and submit to the badging office.  
Forms can be submitted in person or email to: [securitybadging@cabq.gov](mailto:securitybadging@cabq.gov)

Employee ID#: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Department: \_\_\_\_\_

Division: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Managers Approval: \_\_\_\_\_

(Please print and sign)

• Please check **Request Type** below:

- New Badge Request
  - Permanent Employee
  - Temporary Employee Expiration Date: \_\_\_\_\_
  - Vendor Expiration Date: \_\_\_\_\_
- Change in access or employee information

Explain changes requested: \_\_\_\_\_  
\_\_\_\_\_

Requestor Please PRINT

Requestor Signature

***Do not punch holes in badge, leave in the heat or direct sunlight; or otherwise fold or mutilate.  
Please report theft or loss to the Metro Security Division immediately.***

Badge Received Signature \_\_\_\_\_

Date \_\_\_\_\_

To be completed by Access Management Personnel

Badge # \_\_\_\_\_

Printed  Activated  by \_\_\_\_\_ Date \_\_\_\_\_