



REQUIRED FOR ALL ID CARD REQUESTS

CITY OF SAN RAFAEL

EMPLOYEE ID CARD REQUEST – DO NOT RETURN TO HR

(include appropriate cover sheet if requesting City Hall, Police Department or PW access)

Please complete this form to email or send by internal mail to Beth Minka in the Police Department Business Office (beth.minka@srpd.org) schedule an appointment for a photo.

Requested by: _____ Supervisor's Name/title (Printed)

Department/Division: _____

Dept Director Approval: _____ Signature (Required)

ID to be made for (Employee Name): _____

Title: _____ Employee/Badge # (if known): _____

New Replacement (if replacement, check one): Lost Stolen Broken

Access needed (check one):

Blank ID Card only with No special access needed to City Hall, Police Department or Public Works. No other access forms needed.

City Hall- Fill out City Hall Access request form from list and send with ID request

Police Department- Fill out Police Department Access request form from list and send with ID request.

Public Works Facility- Fill out Public Works Facility Access request form from list and send with ID request.

This ID card will be made and forwarded along with any facility access forms to Omar Garcia in Public Works for proper coding before being returned to requestor.

Special Notes:

- For Lost ID Cards, contact Beth Minka in the Police Department or Omar Garcia in Public Works immediately so the card can be deactivated. (These coded ID cards provide access to various City Buildings)
- For forgotten PIN numbers, please email Omar Garcia (omar.garcia@cityofsanrafael.org) with a contact phone number for them to call you.

ID Card Access Encoded by: _____ Printed name/Signature