



Human Resources
Stephen P. Clark Center
111 NW First Street, 20th Floor
Miami, FL 33128

REQUEST FOR REPLACEMENT EMPLOYEE IDENTIFICATION CARD

NAME: (Please Print) _____

SOCIAL SECURITY NUMBER: _____

DEPARTMENT: _____

SPCC RESIDENT: (CIRCLE ONE) YES NO

REASON FOR REPLACEMENT:

- _____ NEW ID UPDATE (Only for SPCC Residents)
- _____ NAME CHANGE
- _____ STOLEN
- _____ LOST
- _____ WORN OUT
- _____ TRANSFER

EMPLOYEE SIGNATURE: _____ DATE: _____



FOR OFFICIAL USE ONLY. THIS PORTION IS TO BE COMPLETED BY DEPARTMENT PERSONNEL REPRESENTATIVE (OR DESIGNEE) IN THE EMPLOYEE'S DEPARTMENT.

We hereby authorize Human Resources to issue the above employee identification badge at a cost of \$5.00, which is to be charged to the below index code.

INDEX CODE: _____

AUTHORIZATION SIGNATURE: _____ DATE: _____

PRINT AUTHORIZATION NAME: _____

APPOINTMENT DATE: _____ APPOINTMENT TIME: _____

DEPARTMENT PERSONNEL REPRESENTATIVES (OR DESIGNEES) SHOULD CONTACT THE EMPLOYEE RELATIONS DEPARTMENT, NEW HIRE CENTER, AT (305) 375-5454 TO SET APPOINTMENT OR OBTAIN ADDITIONAL INFORMATION

REPLACEMENT ID'S WILL NOT BE ISSUED UNLESS ALL ITEMS ARE COMPLETED. ALL ID'S RELEASED TO DEPARTMENT PERSONNEL REPRESENTATIVES (OR DESIGNEES) ONLY.