



Miami-Dade Water and Sewer Department
3071 SW 38 Av, Miami, FL 33146

REQUIRED DOCUMENTS TO OBTAIN A MIAMI-DADE WATER AND SEWER DEPARTMENT (WASD) IDENTIFICATION BADGE

In order to facilitate the identification badge issuance process, please ensure that you have the necessary documents required to obtain an identification badge.

New / Renewal Applicants:

All new applicants requesting a Water and Sewer Department identification badge must present the following documents listed below:

1. NON-Miami-Dade Water and Sewer Department employees.

- Request for Release of Plans / Company Background History Check
- Company Officer authorized signature letter for ID badge request.
- Request for Miami-Dade Water and Sewer Department identification badge. (one for each applicant ID request)
- **Non-WASD Employee Application** completed (with every ID badge issued) (with original signatures).
- Applicable Non WASD application payments included.
- **Social Security Card or letter from Social Security Administration (no copies)**
- Proof of Legal Status and Employment Eligibility in the United States
- **State Drivers License (valid) or other acceptable documents listed below in # 3. (must be original documents)**
- **All WASD FEES must be paid for at time of application.**

2. Miami-Dade Water and Sewer Department employees.

- **WASD Employee Application** completed (with every ID badge issued) (with original signatures).
- WASD ID badge Request FORM: Request for Restricted/Limited Restricted Access/Lost/Stolen etc. (if applicable) (with applicable sections filled in) signed by employees WASD Division Chief properly filled out.
- WASD ID badge Request Form for Student Inter (if applicable) (with applicable sections filled in) signed by employees WASD Division Chief or designated party.
- **NO** application cost to WASD employees. (if applicable)
- **Social Security Card or letter from Social Security Administration (no copies)**
- Proof of Legal Status and Employment Eligibility in the United States
- **State Drivers License (valid) or other acceptable documents listed below in #3. (must be original documents)**

- **All WASD FEES must be paid at time of application (if applicable)**

Note: ALL AREAS OF THE WASD APPLICATION AND SUPPORTING DOCUMENTS BE COMPLETED, TYPED OR PRINTED IN INK (Blue/Black). THE MIAMI-DADE WATER AND SEWER DEPARTMENT WILL NOT ACCEPT ANY FORM IF IT IS ALTERED (No correction fluid), TORN, FOLDED, BENT OR OTHERWISE DEFACED. THE APPLICATION AND SUPPORTING DOCUMENTS FILLED OUT FOR THE IDENTIFICATION BADGE MUST BE ORIGINAL AND PROCESSED WITHIN 30 DAYS OF THE DATE THEY SIGNED BY THE APPLICANT AND AUTHORIZED COMPANY REPRESENTATIVE (S)

3. A list of acceptable documents follows: (No copies)

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
- Certificate of Naturalization (USCIS Form N-550 or N-570)
- Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
- Unexpired Temporary Resident Card (USCIS Form I-688)
- Unexpired Employment Authorization Card (USCIS Form I-688A)
- Unexpired Reentry Permit (USCIS Form I-327)
- Unexpired Refugee Travel Document (USIS Form I-571)
- Unexpired Employment Authorization Document Issued by USCIS that contains a photograph (USCIS Form I-688B)
- Original or certified copy of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Unexpired foreign passport with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (USCIS Form I-197)
- ID Card for use of Resident Citizen in the United States.

Identification Badge Renewal:

4. Non-Miami-Dade Water and Sewer Department employees.

- Same procedures outlined in # 1 above after submitting required documentation.
- **\$55.00** cash, cashier's check, money order or company check, credit card (exact amount only) for renewal.

5. Miami-Dade Water and Sewer Department employees.

- Same procedures outlined in # 2 above after submitting required documentation at **NO COST**.

Lost / WASD Identification Badge:

6. Non-Miami-Dade Water and Sewer Department employees.

- Same procedures outline in # 1 above after submitting required information.
- \$15.00 cash, cashier's check, money order or company check, credit card (exact amount only) for replacement cost of Identification badge.

7. Miami-Dade Water and Sewer Department employees.

- Same procedures outline in # 2 above after submitting required information.
- **\$15.00** cash, cashier's check, money order or company check, credit card (exact amount only) for replacement cost of Identification badge.

Stolen / WASD Identification

NON Miami-Dade Water and Sewer employees.

Miami-Dade Water and Sewer employees.

- **Replacement FEE waived with Police Report for stolen WASD ID badge.** (The Identification Section will re-issue the identification badge with a case number pending a copy of the police report.) (Not required for Lost ID badge) Within two weeks (10 business days). To avoid a replacement charge, the employee must provide a copy of the police report to the Identification section. Failure to do so may result in the deactivation of the identification badge until the Police Report is furnished by the employee or the replacement FEE is paid. Once the replacement FEE is paid there are NO refunds.

Note: A lost or stolen identification badge **MUST BE** immediately reported to the Identification Section. This will prevent someone else from gaining access to WASD facilities using your identification badge.