



First·Choice·for·Service

In order to maintain the security of ID Badges obtained through the Department of Personnel & Administration, Division of Central Services, only HR personnel or their designees may request ID badges.

Requests for ID badges will be made through a web interface to which only authorized persons you have identified will have access. Please complete this form for each person you have authorized to request ID badges.

If you have any questions, please contact Vickie Thordsen at 303.866.3420 or Delaine Piontkowski at 303.866.2743.

ID Badge - Account Set Up Information

Your Name: _____ **Phone:** _____

Department: _____ **Division:** _____

Title: _____ **Date:** _____

Complete for each person authorized to request state ID badges from the Department of Personnel & Administration, Division of Central Services (including yourself):

Name	
Department	
Work Phone	
Work Address	
E-mail Address	
Authorized to request ID badge for the following divisions:	
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Return complete form to
 Vickie Thordsen or Delaine Piontkowski
 Division of Central Services
 1525 Sherman Street, #B15
 Denver, Colorado 80203
 Fax: 303-894-2375