

875 North Michigan Avenue

2020 Badge Request Form

A work order must be submitted for any badge order to be processed. All badge requests (inclusive of a photo & request form) submitted via work order by 11am on Monday, Wednesday, and Friday, will be completed by 2pm that day. Completed badges can be picked up at the 16th floor security office.

*Forms that are illegible, not entirely completed, or are signed electronically will not be accepted *

EMPLOYEE INFORMATION

FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____

DATE OF BIRTH _____

GENDER _____

COMPANY _____

SUITE # _____

I certify that the above information is true and correct:

EMPLOYEE SIGNATURE _____

DATE _____

The following section must be completed by the above employee's MANAGER

Elevator Keycard Access - Please select one:

- 24/7 Unlimited Access
- General Access (7am – 7pm, Monday – Friday)

Photo Services - Please select one:

- I will attach a photo of the employee to the work order
- *Photo services are requested*
- No photo necessary (Replacement Badge)

Please escort your employee to the 16th floor Badging Office on any Monday or Wednesday between 9am & 11am

I certify that the above individual is an employee of the company listed and is authorized to travel to and from our office at 875 N. Michigan Avenue:

MANAGER (print) _____ (sign) _____ DATE _____

Questions? Contact Sarah at either sbell@hearncompany.com or (312)794-7777