FS Identification Badge

All Facilities Services employees are to be issued an FS ID badge, which must be worn at all times during work hours.

To initiate the request for a new or replacement FS ID badge, the department must send an email to fspay@uw.edu. Please indicate in the email subject line: “FS Badge, New” or “FS Badge, Replacement (and give a reason).”

The following information must be included in the email to fspay@uw.edu:

- **Name:** Last Name, First Name (Nickname)
- **UW EID:** 888-777-666
- **Employment Type:** (Regular OR Temporary)
- **Division:** (Building Services Department, Maintenance and Construction, etc.)
- **Work hours:** (optional)
- **Vertical field:** (optional)
- **Job Title:** (UW job class title or working title)
- **UW Box Number**
- **Special Request:** (i.e. UWMC access)
- **Start Date:** MM/DD/YYYY

The information will be verified and forwarded to the UW Husky Card Account & ID Center. The Husky Card Office will notify the department if the employee needs a picture. If a picture is on file, the Husky Card Office will send the badge through campus mail, unless otherwise specified. A Husky Card and a new FS ID Badge can be created at the same time if requested.

If a picture is needed for the new FS ID badge, the employee must go to:

- **UW Husky Card Account & ID Center**
  - Odegaard Undergraduate Library ground floor
  - Hours: Monday–Friday 8:00am–5:00pm
  - Phone: 206-543-7222

A state or federally issued photo ID, such as a driver’s license or passport is required at the time the picture is taken.

Please note ID badge replacement costs are covered by Facilities Services for normal wear and tear, change in status (transfers, promotions, etc.) or if it has been misplaced.