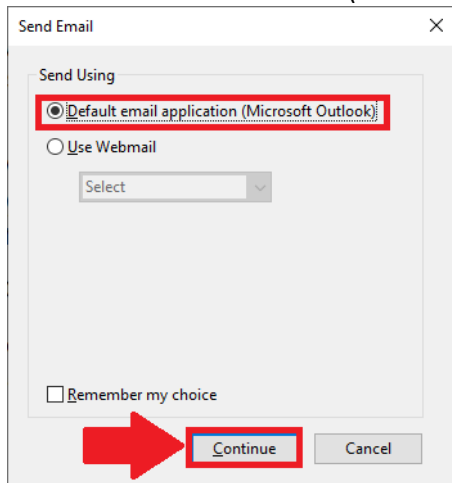


## UW Facilities Badge Instructions

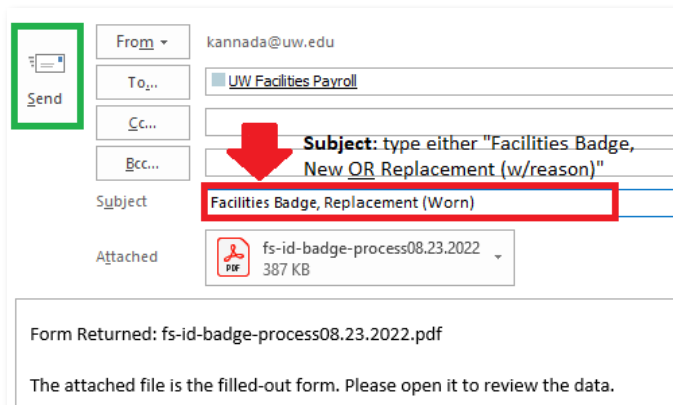
1. On the next page, complete all the required fields. Note the schedule and comments are not required. Also the Start Date is only required for new hires.
2. Once you've completed the form, press the **Click to submit form to fspay@uw.edu** button in the top right corner.



3. A box titled "Send Email" will pop up. Select **Default email application (Microsoft Outlook)** and then click **Continue**. (Check the box next to "Remember my choice" to save your selection).



4. Update the **email subject** to either "Facilities Badge, New" OR "Facilities Badge, Replacement (and give a reason)" and press **Send**. Then you are done.



5. If you need to submit another badge request click **Reset Form** in the bottom right corner.

**Reset Form**

## UW Facilities Badge Request

All UW Facilities employees who will be entering spaces on campus, other than their office/shop spaces, are to be issued a UW Facilities badge. This badge must be worn at all times during work hours.

To initiate the request for a new or replacement badge, submit this form to [fspay@uw.edu](mailto:fspay@uw.edu). Please indicate in the email subject line: "Facilities Badge, New" or "Facilities Badge, Replacement (and give a reason)."

The following information must be completed:

**Requestor Name:**  
**Requestor E-mail/Phone:** /  
**Request Reason:**      **New**      **Replacement**  
**Name:**  
**UW EID:**  
**Employment Type:**  
**Division:**  
Schedule (Optional):  
**Area:**  
**Job Title:**  
**UW Box Number:**  
**Start Date:**  
**Comments:**

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.**

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

UW Husky Card Account & ID Center  
Odegaard Undergraduate Library ground floor  
Hours: Monday-Friday 9:00am-12:00pm & 1:00pm-4:00pm  
Phone: 206-543-7222

Employees should arrive with their EID number ready as well as a state or federally issued photo ID, such as a driver's license or passport is required at the time the picture is taken. Also the employee should state they are picking up a Facilities Badge.

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