

Badge Return/Replacement Form

Sections 1 & 6 required. Complete sections 2-5 as it applies to your badge return/replacement.

1 Date _____

Employee Name _____ Employee ID# _____

2 ☐ **Lost Badge:**

☐ \$ 8.00 Replacement Badge

☐ \$13.00 Replacement Badge with Proxy Tag

☐ \$15.00 Subsequent Replacement

☐ \$20.00 Subsequent Badge with Proxy Tag

I _____ authorize NEISD to deduct the above amount from my paycheck to cover the cost of a new Identification badge.

3 ☐ **Damaged Badge / Damaged Proxy Tag**

Must be returned along with this form or replacement charge will apply.
Replacement badge will arrive via interoffice mail in 3-5 business days.

4 ☐ **Name Change**

Request must be completed through Employee Self Service.
New badges *cannot* be issued unless name change has been processed.
Old badge must be returned along with this form.

Old Name: _____ New Name: _____

5 ☐ **Returning Badge**

☐ Employee no longer works with District

☐ Returning Lost Badge

6 Employee signature _____

Campus/Department _____

Pony ID Badge Attn: (Bookkeeper or Supervisor) _____

For Additional Information:

Attn: Melisande Winslow

N.E.I.S.D. Police Department, 10333 Broadway, San Antonio, Texas 78217

E-mail: mwinsl@neisd.net, Tel. 210-407-0922