



**RISK MANAGEMENT DIVISION  
COUNTY OF HUMBOLDT  
825 Fifth Street, Room 131  
Eureka, CA 95501  
(707) 268-3669 Fax: (707) 476-2433**

EMPLOYEE IDENTIFICATION AND ACCESS CARD REQUEST

Supervisor Instructions:

**The Sheriff's Business Office (SBO) will ONLY issue identification badge requests submitted by Risk Management.**

Please email a photo of the employee with this completed request form directly to Risk Management (riskmgmt@co.humboldt.ca.us).

The Sheriff's Business Office will contact the employee and their supervisor when their badge is ready for pickup at the Sheriff's Office (Hours: 8:00 AM - 4:00 PM).

Please issue a County identification card to the following individual:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Was this individual Livescanned?    Yes    No

If card should be active for a limited time, what is the expiration date? \_\_\_\_\_

**An expiration date is mandatory for all contractor badge requests.**

For Court activation only; Court badge number: \_\_\_\_\_

**Courthouse Access Requested:**

Regular Courthouse Access (Mon - Fri 7:00 AM - 5:00 PM) (Detailed justification and approval by Sheriff's Office required.)

24/7 4th & 5th Street Access (Detailed justification and approval by Sheriff's Office required.)

4th & 5th Street Daily Access (Mon - Fri 7:00 AM - 8:00 PM) (Detailed justification and approval by Sheriff's Office required.)

Elevator Cage/Stairwell Access (Note: Access level does not include roll up door & exterior door entrance to the garage)

24/7 Basement Access (Note: Detailed justification and approval by Sheriff's Office required. i.e. garage parking space)

Basement Daily Access (Mon - Fri 6:30 AM - 8:30 PM) (Note: Detailed justification and approval by Sheriff's Office required. i.e. loading/unloading)

Specified Department or Other Access: \_\_\_\_\_

Additional Notes/Justification: \_\_\_\_\_

Supervisor's Signature

Printed Name

Date

Risk Management's Signature

Printed Name

Date