

# 875 North Michigan Avenue

## 2023 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 16<sup>th</sup> 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 # \_\_\_\_\_

EMAIL \_\_\_\_\_

\* required for mobile credential

*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

Photo - Please select one:

- I will attach the employee's headshot to the work order
- No photo necessary (Replacement Badge)

Elevator Access - Please select one:

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

Keycard/Mobile Credential - Please select one:

- Physical keycard only (\$17)
- Physical keycard and mobile credential (\$25) \*email required

*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](mailto:sbell@hearncompany.com) or (312)794-7777