

875 North Michigan Avenue

2026 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 16th 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 sbell@hearncompany.com .