

PHOTO ID BADGE/ACCESS CARD REQUEST

USE FOR: New Non-AHS Employee ID Badges
Cancellations
Lost or Stolen Photo ID Badges/Access Cards
Changes to Existing Photo ID Badges/Access Cards

- Access Card and Med Room Access must be authorized by Manager or Designate
- Completed and signed requests will be required when submitting, send to the ID Office via email to grandeprairie.cardaccessphoto@ahs.ca
- **\$15.00 non-refundable fee is required for all lost or stolen replacement cards**, to be paid in full to Alberta Health Services prior to card(s) being issued (cash, cheque or money order accepted). Please email grandeprairie.cardaccessphoto@ahs.ca to clarify process. **Please do not mail cash.**

Completed by Requester	WHAT DO YOU NEED?				
	<input type="checkbox"/> NON AHS PHOTO ID BADGE (EG: STUDENT, DOCTOR, VOLUNTEER) <input type="checkbox"/> ACCESS CARD <input type="checkbox"/> CHANGES TO EXISTING PHOTO ID BADGE /ACCESS CARD				
	WHY DO YOU NEED IT?				
	<input type="checkbox"/> LOST/STOLEN		<input type="checkbox"/> NEW EMPLOYEE		
	<input type="checkbox"/> CANCELLATION/TERMINATION		<input type="checkbox"/> CHANGE (EG: LAST NAME CHANGE, TITLE CHANGE)		
FIRST NAME:		CHANGE FIRST NAME TO:			
LAST NAME:		CHANGE LAST NAME TO:			
E-people #: (Required for AHS Staff only)			POSITION/TITLE:		
DEPARTMENT:			EMPLOYEE SIGNATURE:		
Completed by Manager	WHAT ACCESS DO YOU REQUIRE FOR YOUR EMPLOYEE?				
	<input type="checkbox"/> SITE(S) NEEDED: _____				
	OR				
	<input type="checkbox"/> SAME ACCESS AS EMPLOYEE: _____				
	NAME OF MANAGER OR DESIGNATE:				
	TITLE:				
	<input type="checkbox"/> 24 HOUR MED ROOM ACCESS REQUIRED		SITE TO BE DELIVERED TO:		
SIGNATURE:					
Office Use Only					
DATE:	CLERK:	PHOTO ID ONLY:	EXISTING CARD#	NEW CARD #	