



NON-EMPLOYEE BADGE REQUEST

Incomplete forms will not be processed.

Applicant: After form is completed return to your coordinator/supervisor/POC.

***HH Representative: Print the completed form, address HH section, and return to HH Security by e-mail address below.
Email: badge.requestupdate@hhsys.org***

Dates: _____/_____/_____ - to - _____/_____/_____
Start Date Expiration/Graduation

LEGAL

NAME: _____
First Middle Last

Date of Birth: _____ **Social Security #:** _ _ - _ - _ _ _ _
Month/ Day/ Year

ADDRESS: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone #:** _____

COMPANY/SCHOOL: _____ **HH DEPARTMENT:** _____

BADGE TYPE:

(Select one)

- CLINICAL STUDENT**
(Including High School Students)
- CLINICAL INSTRUCTOR**
(Including High School Instructors)
- CONTRACTOR**
- PANERA**
- HEMSI**
- INTERN**
- VOLUNTEER**
- VENDOR**

Effective April 1, 2023 there will be a \$20.00 charge for all students to have an HH badge. (High School students will receive a Shadowing badge from Corporate University) The badge will be active until the clinical round is complete or until graduation date. There is a \$20.00 replacement fee if the badge is lost or damaged.

Student Parking: Park behind First Baptist Church located on Governors Drive. Students will park at the east end of the parking lot closest to the hospital. For a ride back to your vehicle in the afternoon call 265-6660.

Contractor Badges: The first badge is free of charge for the first badge. If the badge is lost or damaged there will be a \$20.00 fee to reprint the badge. All contractor badges will have a termination date set according to which contracted company you go through.

If parking guidelines are not followed, you are subject to a parking fine of \$50.00 for 1st offense and \$250.00 for 2nd offense.

Signature: _____ ***Date:*** _____
(Signature verifies that you have read the above statement and understand the parking guidelines for Huntsville Hospital)

*****Badges can be made 24 hours after Security receives the completed form. The Security office is located inside the visitor garage by the exit gates The Badge Office (Phone#256-265-8012) is open M-F from 600am-1800pm. We accept cash, check or debit.***

BELOW TO BE COMPLETED BY HH REPRESENTATIVE

HH SUPERVISOR SIGNATURE: _____	EMPLOYEE ID #: _____
DEPARTMENT# (5 digits): _____	PHONE# _____