



HEALTH RESEARCH  
I N C O R P O R A T E D

## Identification Badge

Institute policy requires employees to wear an identification badge at all times while on duty. Your ID badge will also allow you access to specific buildings and areas of the campus as determined by your supervisor.

On your first day of employment, your supervisor will provide you with a completed "Photo Identification Card Authorization Form." You may bring the completed form to the Parking/ID Office located on the first floor of the RPCI parking ramp (Monday through Friday between 9:00 a.m. and 5:00 p.m.). No appointment is necessary. Your photograph will also be taken at that time. If you have any questions regarding the issuance of ID badges, please feel free to contact the Parking/ID Office at 845-1492.