

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

Division of Capital Asset Management and Maintenance

D · C · A · M · M

IDENTIFICATION /ACCESS BADGE APPLICATION

APPLICANT

Name: _____
(Last) (First) (MI)

Check One: **Employee** **Contractor**
 Intern **Board Member**

Employee: Department _____

Contractor: Company name _____

Title/Position: _____

Business Address: _____

Business Phone: _____

Cell Phone: _____

Emergency Contact - Relation - Phone #:

License plate: _____ State: _____

Make: _____ Model: _____

Color: _____

License plate: _____ State: _____

Make: _____ Model: _____

Color: _____

Access Level Request:

**Supervisor
Approved Access Levels**

Supervisor Authorization

Signature: _____

Print Name: _____

Business Phone: _____

Date: _____

**Director's Signature Required
for 24/7 Access**

FOR DCAMM Security USE ONLY

ID Badge Issued By:

Date: _____

Employee Identification Badge Policy ON BACK SIDE

Revised October 14, 2025

Badge upon notification of such revocation is required.

Rhode Island DOA Employee Identification Badge Policy

By my signature, I certify that the information submitted is true, complete and accurate and is provided in good faith and I agree to comply with the following:

VIOLATION MAY RESULT IN IMMEDIATE REVOCATION OF ACCESS PRIVILEGES

- ☐ ID Badge shall be returned upon request or upon termination or separation of service.
- ☐ State of Rhode Island reserves the right to revoke the authorization for an ID Badge where such action is determined to be in the best interest of security and the immediate surrender of any ID Badge upon notification of such revocation is required.
- ☐ The use of an ID Badge by an individual other than the ID Badge holder is strictly prohibited.
- ☐ Any Employee using his or her badge to allow entry to another individual is strictly prohibited and may result in having their access suspended.
- ☐ A replacement ID Badge may only be issued if the individual to whom the ID Badge was issued declares in writing that the ID Badge has been lost, stolen, damaged or destroyed and upon payment of any applicable fees. When a fee is applied for reissuing a lost or damaged ID card, a check or money order for \$15.00 should be made payable to the General Treasurer of the State of Rhode Island.
- ☐ Loss of an ID badge should be reported to the Division of Capital Asset Management & Maintenance immediately at (401) 222-6200.
- ☐ Photo ID badges must be worn when entering the building during work hours and worn at-all-times during working hours. **NO EXCEPTIONS.**
- ☐ Employee ID Badges may allow access to other state facilities. If this is the case, this application and associated policies will prevail at the point of issuance.
- ☐ Employees should report within 7 days any updates or changes in vehicle or contact information to DCAMM Security/Facilities Management personnel responsible for issuing ID badges.

Signature

Date

Custody of this document will remain with the DOA Human Resources Department

To report a lost ID badge please call DCAMM 401-222-6200 - *Notification must be made immediately as soon as the loss is discovered.*

Revised October 14, 2025