

# Employee Security Badge and Key Agreement Form

This form must be completed and signed prior to the issuance of any company security badges or physical keys. Please print this form, fill out the required text fields, and sign the acknowledgment section.

## 1. Employee Information

Employee Full Name:

Employee ID Number:

Department / Division:

Job Title:

Contact Phone Number:

## 2. Issued Access Materials

Security Badge ID / Serial Number:

Physical Key Number(s) / Hook Number(s):

Authorized Access Zones / Areas:

Date of Issue:

## 3. Security Agreement and Terms of Use

By signing this agreement, the employee acknowledges and agrees to the following conditions:

- The security badge and physical keys issued are the sole property of the company.
- The employee must wear the security badge visibly at all times while on company premises.
- The employee shall not loan, transfer, duplicate, or alter any badge or key.
- Loss or theft of the security badge or keys must be reported immediately to the Security Department.
- A replacement fee may be charged for lost, stolen, or damaged badges or keys.
- Upon separation of employment or transfer, the employee must return all issued badges and keys to Human Resources or the Security Department.

## 4. Employee Acknowledgment and Signatures

I have read, understood, and agree to abide by the company Security Badge and Key Agreement policy.

Employee Printed Name:

Employee Signature:

Date:

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## 5. Authorized Issuing Officer Approval

Issuing Officer Name:

Issuing Officer Signature:

Date: