

Badge Replacement Form

Badge Office Phone: (678) 581-6788



Date

Badge ID#

Name

Updated Name (for name changes only)

Work Location

Department

Position

Phone number

Badge Type

Regular ID Badge

Access ID Badge

Reason for Badge Request

Name Change

Broken/Damaged

Lost

Department/Division Change

For Name Changes, Department/Division Changes or Broken/Damaged badges :
PLEASE RETURN YOUR OLD BADGE WITH THIS FORM

Badge Replacement Cost

\$ 5.00 Regular ID Badge

\$10.00 Access ID Badge

Free - Badge is three (3) years or older (print date is on the back of badge)

Free - Malfunctioning (NOT CAUSED BY DAMAGE)

Free - Division/Department change

Method of Payment

Check - Made payable to The Cobb County School District (CCSD)

Cash

Send your request in county mail to: **HUMAN RESOURCES/BADGES**
Your replacement ID Badge will be sent to your work location via county mail.