

NEW PHOTO ID CARD REQUEST - NON-EMPLOYEE

X
ACCESS INFORMATION

State Business Purpose *(Please Provide Specific Details)*

Is the applicant involved in any sales activity? Yes No

State frequency of visits in Verizon facility Daily Once a week Once a month Every three months Once a year

ID REQUEST FOR THIS AREA

<--- *Click Here to Select a Verizon Security Credential Center (VSCC). You may select only one center.*

NOTE: All non-employee residents of Verizon Center (Basking Ridge) require Senior VP or higher approval.

X
REQUESTOR INFORMATION (Person Submitting the Request)

Name Diana Hanigan/VEND/NJ/Verizon

Phone # *(xxx-xxx-xxxx)*

CARDHOLDER INFORMATION

First Name

Last Name

Middle Initial

US Citizen Y N

Previous employee of Verizon communications or any of its subsidiaries Y N

Verizon Work Location

Verizon Job Title

VZID

SSN (Last 5 digits)

Phone # *(xxx-xxx-xxxx)*

Non-Employee Type Contractor

Verizon Company Name VZ Telecom VZ Corporate VZ Business VZ Wireless VSO VZ International

Job Function

Term of Verizon Assignment **From:** **To:**
(Not to exceed a year) (MM/DD/YYYY) (MM/DD/YYYY)

Business Name

Business Contact Phone # *(xxx-xxx-xxxx)*

Business Contact Name

Business City

Business Address

Business Zip

Business State

Comments

VERIZON MANAGEMENT INFORMATION

NOTE: All non-employee residents of Verizon Center (Basking Ridge) will require Senior VP or higher approval.

Cardholder's VZ Manager

(Manager level or above)

VZ Manager

VZ Manager Department

Phone# *(xxx-xxx-xxxx)*

**Cardholder's VZ
Director**

**Cardholder's VZ
VicePresident First
Name**

**Cardholder's VZ
VicePresident Last
Name**

MAILING INFORMATION *(Only US Mail VZ Addresses are acceptable)*

Name Diana Hanigan

Title

Mail Code
(If Applicable)

Building Code
(If Applicable)

Street Address

Floor/Room #

City

State

Zip Code

Phone # *(XXX-XXX-XXXX)*

A digital jpeg photo will be the only type of photo accepted. Photos require a full head and shoulder shot with solid color background. Applicants wearing hat, sunglasses or other material that obscures the applicant's appearance will not be accepted. If a head covering is being worn for religious reasons, a memo from the authorizing Verizon Manager, providing the request number, must be forwarded to the appropriate Photo ID Center stating the person in the photo is, in fact, the real applicant.

Attach JPEG Photo

SECURITY POLICY INFORMATION

Non-Employee Policy

Verizon managers shall inform non-employees that they are responsible for the protection and proper use of their assigned Verizon Building Access Card and to ensure it is used only by the assigned access card holder in the performance of company business or in a manner authorized by Verizon. Improper card use could result in legal action or the termination of contract. Upon demand, expiration of contract or completion of services, the Building Access Card is to be surrendered to a Verizon manager. Building Access Cards are the property of Verizon and access may be restricted or denied as deemed necessary to protect Verizon employees and assets. Lost or stolen Building Access Cards shall be immediately reported to a Verizon Manager or the appropriate Building Access Control Center.

Non-employees may only be issued a Verizon Building Access Card if they have a recurring business need to enter Verizon buildings without an escort. Non-employees Building Access Card requests will not be processed unless the individual has a valid and current Verizon ID Card. The Verizon manager is responsible for approving and renewing the non-employees Verizon ID Card and Building Access Card prior to the expiration.

<--- Click here to submit the request to supervisor for approval.