



**COUNTY ADMINISTRATIVE OFFICE
RISK MANAGEMENT DIVISION
COUNTY OF HUMBOLDT
825 Fifth Street, Room 131
Eureka, CA 95501
(707) 268-3669 Fax: (707) 476-2433**

DATE:

TO: Sheriff's Department

FROM:

SUBJECT: EMPLOYEE IDENTIFICATION AND ACCESS CARD

Please issue a County identification card to the following individual:

Last Name: _____ First Name: _____

Title: _____ Employee ID #: _____

Department: _____ Division: _____

Special Courthouse Access Requested: _____ 24/7 Full Basement Access
Mon~Fri 7:00am-5:30pm Basement Door Access Elevator Cage Access

Justification: _____

Employee's signature

Appointing Authority's Signature Date

FOR OFFICIAL USE ONLY

Date Issued: _____

By Whom: _____

ID Card Number: _____

Employee signature

Date Employee Received ID Card