



# Floyd County/City of New Albany Employee ID/Door Access Card Request

Hiring/Elected/Department Officials are to use this form when requesting a Floyd County/City of New Albany ID/Door Security Access Card and submitting with all completed fields to:  
[doorsecurity@fcsdin.net](mailto:doorsecurity@fcsdin.net)

**Office Use Only:**  
Request Received: \_\_\_\_\_  
Issued Key Card Number: \_\_\_\_\_  
Date Issued \_\_\_\_\_

Initial Photo ID Card Request: Yes \_\_\_ No \_\_\_

Replacement Card: Yes \_\_\_ No \_\_\_

If replacement was other card reported? Yes \_\_\_ No \_\_\_

Name of Employee/Contractor Badge is requested for:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

If initial hire, start date of Employee/Contractor \_\_\_\_\_

If Contracted Staff, Name of Firm \_\_\_\_\_ Length of Contract/Term: \_\_\_\_\_

Requesting Department: \_\_\_\_\_ Requesting Official: \_\_\_\_\_

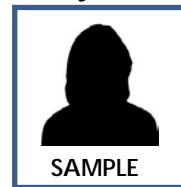
Department Contact Information: Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Additional or Non-Standard Access \_\_\_\_\_

Requesting Official Signature

Date

Hiring/Elected/Department Officials are responsible for the collection and return of ID/Door Security Access Cards upon the departure of holder of the card and returning these cards to the Floyd County Sheriff's Department. They are not to be kept as spare door access cards.



Special Instructions and Requirements for submitting photos:

Requesting Officials are encouraged to obtain an appropriate photo and sending to [doorsecurity@fcsdin.net](mailto:doorsecurity@fcsdin.net) as soon as able after submitting this form and prior to the start date of the new employee/contracted staff.

Photo Requirements:

1. Color portrait shot (no side or ¾ profiles) with a neutral/blank white/beige background
2. Hats or sunglasses are not allowed
3. The digital picture can be in any format and preferably no larger than 10mb in size
4. Pictures not meeting the above requirements will not be accepted
5. Please allow at least one week from receipt of the request for the ID Card to be produced and ready.
6. Send this form signed and the photo as separate attachments to [doorsecurity@fcsdin.net](mailto:doorsecurity@fcsdin.net)

**Badges once ready can be picked up at the Sheriff Department front window from the Records Clerk**

**Identification and Security Office**  
**City of New Albany and Floyd County Governments**



**Floyd County Sherriff's Department**  
**311 Hauss Square, New Albany, Indiana 47150**

The Floyd County Sheriff's Department issued Identification/Door Security Access Card is to solely allow the employee or contracted user to Identify their status as an employee or contractor as well as use the card for access to doors and rooms assigned based on their role and location. This card is considered property of the Floyd County Sheriff's Department/ City of New Albany/Floyd County Government. The employee or person issued this card has the responsibility to wear it all times when on City/County property and when conducting business on behalf of the City/County. The user of this ID/Door Access combination is responsible for the proper use of this card and being accountable at all times for this card set. Any violation of the use of this card to include allowing another City/County employee, contracted staff or other personnel not assigned to the City/County Government to have access and use your assigned card could result in corrective actions up to and including termination. Any lost, misplaced or stolen cards are to be immediately reported to the Floyd County Sherriff's Department at [doorsecurity@fcsdin.net](mailto:doorsecurity@fcsdin.net) so the card can be inactivated as soon as reported. Please keep it in a safe place and it must be kept with you at all times while at work and in a safe location when not being worn/utilized.

**Use of the issued Floyd County Sheriff ID/Door Access Card**

1. Cardholder agrees that the issued ID Card is the property of the Floyd County Sheriff/City of New Albany/Floyd County Government and can be confiscated from bearer as a result of inappropriate conduct or use. Any misuse of the card is subject to disciplinary action, per the Floyd County Personnel Policies Handbook.
2. Use of the Floyd County ID/Door Access Card is subject to all terms, conditions, rules, and use as listed above.
3. You agree to safeguard and be accountable for the issued ID/Door Access Card at all times.
4. Your card is **NOT TRANSFERABLE or use by other City/County employees or non-employees.**
5. You will wear your ID/Door Access Card between your shoulder and waist area while on duty or offsite while conducting City/County related business.
6. You understand that if you lose, misplace or suspect your ID/Door Access Card is stolen it will be reported immediately to the Floyd County Sherriff's Department so the card can be inactivated. A card later found can be reactivated at the discretion of the Sherriff's Department Security Access Office.
7. You understand the ID/Door Access Card is property of the Floyd County Sheriff/City of New Albany/ Floyd County Government and upon departure from employment this must be surrendered to your immediate supervisor prior to departure. Failure to voluntarily return this property could lead to appropriate charges.

I understand the above terms and conditions related to the Floyd County Sheriff issued ID/ Door Access Card and, by my signature below, I indicate my compliance with the terms and conditions as listed above:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Department \_\_\_\_\_