

# CCS Photo ID Badges



## *Need to Replace an ID Badge?*

- All replacements must be requested in writing by use of the replacement form.
  - Employees may either mail the request to CEC, Route 1, Human Resources, Room 102; fax the request to 365-8332; or present and secure a request form in person at CEC, Room 102.
  - New badges required by the District, or replacement badges due to normal wear & tear will not result in a charge to the employee. Examples of wear and tear are defined as:
    - Picture has faded
    - Bar code has faded
- Note.* Any breaks, cuts or damage that are not considered normal wear & tear will result in a replacement cost of \$8.00!
- Photo ID's may be replaced every three (3) years, from the original date of issuance, due to normal wear & tear, at no cost!
  - Photo ID Badges should be treated with the same care as your Driver's License and are to be turned in if employment with CCS terminates.

**Forms of payment accepted:** Money Orders, credit and/or debit cards.

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### **ONLY DISTRICT EMPLOYEES WILL RECEIVE ID BADGES**

Those receiving their first CCS Photo ID Badge must show proof of employment & a driver's license or other form of picture identification.

### **Location**

Columbus Education Center  
Human Resources  
270 E. State Street – First Floor  
Room 102

### **Hours**

**Monday through Friday**  
**8 AM until 5 PM**  
**Contact Number 365-8341**

REVISED 9/29/14

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex or handicap with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

REVISED

9/29/14