



From: Human Resources Operations

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Badge Request Process Update

The Operations Staff who process badge requests have the health and well-being of our employees in the forefront of our mind. We understand the concern around the coronavirus (COVID-19) situation, and like you, we are monitoring the latest news, and we are complying with social distancing and disinfecting guidelines from the CDC and following Mayor Romero's advice to protect our employees and citizens.

The following are immediate changes to the badge request process for all our locations (Water, Human Resources and Price Service Center) to ensure a safe, environment for our staff and yours. For badge requests during the COVID-19 pandemic and remote work assignments, a picture of the staff member must be uploaded with the Form submission. Photos will not be taken on site until further notice for badges. If no one has a cell phone or camera to upload a picture please send an email for direction to Badge-Service@tucsonaz.gov and hr-requestbadge@tucsonaz.gov One of the badging staff will get back to you and advise you how to proceed.

All requests for a new/replacement badge or access update will need to be made via the seamlessdoc form (links below). This is not a change but a reminder. Apologies for any inconvenience this may cause; this is to ensure tracking and completion of requests. The process to obtain the badge once it is ready will also change. Once a badge request is received, it will be processed with the photo provided on the form. The employee and the contact on the form will be notified when the badge is ready and be advised how the badge will be issued. With the changes daily your flexibility with this process is appreciated.

Badge Services

Badge Forms

Form A - [City Hall Access](#)

Form B - [No City Hall Access](#)