REQUEST AND RECORD OF IDENTIFICATION
(Privacy Act Statement shown Below)

PLEASE NOTE: This is the official GSA form to be used GSA-wide when requesting the Smart Card or GSA Form 277, GSA General Employee Identification.

EMPLOYEE'S NAME			ORGANIZATION/UNIT
LAST	FIRST	MIDDLE INITIAL	
SOCIAL SECURITY NUMBER	DATE OF BIRTH *(mo, day, yr)*	ACCESS RESTRICTIONS *(If applicable)*	
POSITION TITLE		OFFICE SYMBOL	
DUTY STATION *(City and State)*		OFFICE TELEPHONE NUMBER *(Include area code)*	
BADGE COLOR CODING *(Check one)*		EXPIRATION DATE *(If applicable)*	

☐ BLUE ☐ RED ☐ WHITE

REQUESTING OFFICIAL

SIGNATURE	DATE	TITLE
NAME *(Type or print)*	TELEPHONE NUMBER *(Include Area code)*	

EMERGENCY CONTACT INFORMATION (Optional)

NAME			TELEPHONE NUMBERS		
LAST	FIRST	MIDDLE INITIAL	HOME AREA CODE	HOME NUMBER	
			OFFICE AREA CODE	OFFICE NUMBER	OFFICE EXTENSION

THIS SECTION TO BE COMPLETED BY THE ISSUING IDENTIFICATION OFFICE

RECORD OF ISSUE				
	DATE OF PHOTOGRAPH	ISSUE DATE	ISSUING LOCATION	SERIAL NUMBER
	NAME OF ISSUING AGENCY		TELEPHONE NUMBER *(Include Area code)*	

REMARKS

PRIVACY ACT STATEMENT

In compliance with the privacy Act of 1974, 5 U.S.C. § 552a et. seq., the following information is provided: Solicitation of the information is authorized by the Federal Property and Administrative Services Act of 1949, 40 U.S.C. § 47 et. seq., as amended, and 5 U.S.C. § 2101a et. seq.; E.O. 9397 (1943). Disclosure of information is voluntary. This form will be used as a means to prepare and issue a credential or pass. Information will be transferred to appropriate Federal, State, local or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; or pursuant to a request by GSA or any other agency in connection with hiring or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or the issuance of a licence, grant, or other benefit. If some or any part of the request information is not provided by the individual, the effect will be that the employee will not be issued a credential and will not be allowed to enter a GSA-controlled building after normal working hours or when the building is under security.