

Name: \_\_\_\_\_ HID: \_\_\_\_\_

## Badge Receipt and Protection Acknowledgement

To be completed at the badging office at the time of badge issuance.

Your Security badge is for Official Government Use Only and is subject to protection regulations. By signing this form you acknowledge the following security badge usage and protection requirements:

- Security Badges are worn at all times while on the Hanford Site, conspicuously on the front of the outermost garment, photo side out, in a location above the waist and below the neck. (A deviation to this requirement may be permitted for health or safety reasons.)
- Drivers must ensure all passengers are in possession of a valid security badge before entry through site barricades or badge required locations.
- Badges shall not be used as a means of identification for unofficial purposes e.g., cashing checks or obtaining discounts.
- You are to maintain the DOE security badge in good condition and protect its integrity by ensuring that the badge is not altered, photocopied, counterfeited, reproduced, or photographed. You are to obtain a new security badge when you have a name change or significant change of appearance.
- Anyone who willfully alters, damages or defaces a badge, presents a counterfeit badge, permits another person to use his/her badge, or obtains a temporary badge under false pretenses, i.e., claiming a badge as lost or stolen when it was not, is subject to disciplinary action including possible criminal prosecution as stated in sections 499 and 701 of Title 18 United States Code.
- **Security badges must be protected from loss or theft and shall not be left or stored in an unlocked unattended vehicle! (NOTE: If you must leave your badge in your locked vehicle we encourage you to hide the badge. Do not leave it hanging on your rearview mirror!)**
- Hanford Patrol may confiscate faded, worn, or damaged badges.
- **Lost security badges** are immediately reported to Central Badging Office (CBO)!
- **Stolen security badges** are immediately reported to:
  - (1) Local law enforcement
  - (2) The Patrol Operations Office 373-3800
  - (3) The Central Badging Office 376-3032
- **DOE security badges are the property of the Government and must be returned to the issuing office:**
  - **On or before badge expiration**
  - **Upon Termination of employment**
  - **When directed to do so**

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I confirm receipt of the security badge and agree to abide by all rules and responsibilities.

Signature: \_\_\_\_\_ Date \_\_\_\_\_