

Contractor Badge Request

This form may be completed to request an Augusta University contractor identification badge for personnel performing work or providing services on behalf of AU suppliers. Badges requiring activation for access controls may require additional documentation and approvals.

Badge Requested For

Last Name		First Name		Middle Name	
Address		City		State Zip	
Date of Birth (DD/MM/YYYY)		Gender		Race	

Supplier Information & Background Check Certification

In accordance with the Augusta University (AU) Supplier Employee Background Check Policy, Suppliers, defined as external entities (vendors, contractors, etc.) who are engaged to provide services to AU for fees or other remuneration, are required to certify that they maintain proper documentation demonstrating that all personnel (Employee) involved with providing services requiring regular interaction with students, employees, monies, sensitive/confidential data, and/or regular access to secured facilities containing critical institutional-level infrastructure meet the following criteria:

1. The contracted company's employee listed in the "Badge Requested For" section of this form has been evaluated by a state and federal criminal history check conducted by an accredited state or federal law enforcement agency within the United States or a Consumer Reporting Agency accredited by the Professional Background Screening Association, and the evaluation determines that the employee has no history of any felony convictions. The evaluation must also determine that the employee has no history of any crime of moral turpitude within the past ten years.
2. Documentation of each clear employee background check must be no older than 30 days from the date of this certification.

I hereby certify that the individual for whom this badge is requested is fully compliant with the requirements described above and that we will maintain records documenting such compliance which will be made available to Augusta University upon request. I further attest that:

1. Any new or additional employees assigned to serve Augusta University in the capacity described above will be required to pass a background check as described above before performing such work.
2. In the event that the employment status of any employee assigned to AU changes, the Supplier will notify the Augusta University JagCard Office by way of email to jagcard@augusta.edu on or before the effective date of the employment status change.
3. In the event that the Supplier learns that an employee assigned to AU has been arrested for a felony or a crime of moral turpitude, the Supplier will notify the Augusta University JagCard Office by way of email to jagcard@augusta.edu within 24 hours.
4. I understand that the Supplier will be required to recertify this verification annually from the initial completion date.
5. I understand that failure to accurately report and maintain these standards could result in breach of contract and may result in criminal or civil proceedings.

Supplier (company name)

Address City State Zip

(Authorized Representative) Last Name First Name Middle Name

Telephone Number Email Address

Date Signature

Contractor Badge Request

Authorized AU Employee

Department/Unit

Last Name

First Name

Title

Telephone Number

Email Address

Project Description

Expected Completion Date

Describe door/building access requirements (The JagCard Office may require additional approvals before providing access.)

Date

Signature

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Instructions

The [AU Supplier Employee Background Check Policy](#) protects the safety of our personnel, property, and information by requiring suppliers to certify that the people they assign to perform work for AU have been properly vetted before they are able to obtain badges providing access to our facilities.

Sharing of badges or access credentials is strictly prohibited, so suppliers are required to inform the AU department/unit (AU Project Supervisor) for which the work is being performed of the specific individuals that will be assigned.

It is the responsibility of the AU Project Supervisor to notify the Badging Office of the individual supplier employees that they have agreed to allow into badge-controlled areas and to update the list as necessary throughout the duration of the project. That is the purpose of this form.

After completing this form, the AU Project Supervisor will email it to keycontrol@augusta.edu.

For additional information, please refer to the AU Supplier Employee Background Check Policy and its related documents. The policy is available at: augusta.edu/compliance/policyinfo/policy/supplier-employee-background-check.pdf

- **Badge Requested For** – This section contains information about the person who needs a badge in order to perform work or provide services at AU. This section may be completed by the AU Project Supervisor or an authorized person representing the supplier.
- **Supplier Information & Background Check Certification** – This section contains information about the company or organization supplying goods or services to AU. It should be completed and signed by an authorized Supplier representative.
- **Authorized AU Employee** – This section contains information about the project or services needed by AU. It should be completed by an authorized AU employee within the department or unit related to the project or services being provided. Project information may be provided at any time in the badging process, but this section should not be signed until the rest of the form has been completed. Pre-authorization of this section is strictly prohibited.

How to complete and submit this form:

1. After a purchase order or contract is authorized, an AU employee within the unit that requested the goods or services (AU Project Supervisor) should enter the information in the “Authorized AU Employee” section of the form. **DO NOT SIGN AT THIS TIME.** Save the form with an updated file name, and send it to your contact at the Supplier.
2. The Supplier should complete the rest of the form for each individual assigned to the project. Each form must be signed by an authorized company representative and returned by email to the AU Project Supervisor.
3. The AU Project Supervisor should then verify the information provided by the Supplier. If it is correct, provide a digital signature in the “Authorized AU Employee” section and email the form to keycontrol@augusta.edu.
4. AU Police will verify that the form has been properly completed and authorized by the AU department/unit and the supplier before notifying the authorized representative identified in the “Supplier Information & Background Check Certification” section of the form that their employee is cleared.
5. The Supplier employee may now visit the JagCard office to obtain a contractor badge.

For additional information, please consult the [JagCard office website](#) and the [AU Supplier Employee Background Check Policy](#).