FEDERAL BUILDING / U.S. MARSHALS SERVICE
EMPLOYEE IDENTIFICATION FORM

PART 1. — EMPLOYEE / CONTRACTOR INFORMATION

Last Name: _____ First Name: _____ Middle: _____

Driver's License: _____ Date Of Birth: _____ Last 4 of SSN: _____

Office: _____ Working Title: _____ Office Phone #: _____

_____ _____ _____ **(Must be 5 or more digits)**
Signature   Date   Requested Pin Code

FRAUD and FALSE STATEMENTS
Title 18 USC 1028 provides that whoever knowingly and without lawful authority produces an identification document or a false identification document; knowingly transfers identification or a false identification document knowing that such document was stolen or produced without lawful authority; knowingly produces, transfers, or possesses a document-making implement with the intent such document-making implement will be used in the production of a false document or another document-making implement which will be so used; knowingly possesses an identification document that is or appears to be an identification document of the United States which is stolen or produced without such authority. The punishment for an offense under this title section is a fine and imprisonment up to 15 years

PART 2. — EMPLOYEE TYPE

☐ **Government Employee**	☐ **FT Contract Employee**	☐ **Intern/Temp Employee Exp Date** _____
☐ **Vendor/Contractor Exp Date** _____	**Clearance Date** _____	**Clearance Auth** _____
☐ **Requires Escort**	☐ **LAW ENFORCEMENT** ➡	**MUST INITIAL** _____ **If AUTHORIZED WEAPON**

PART 3. — BUILDING ACCESS

INITIAL BELOW	ACCESS AREA(S)	INITIAL BELOW	ACCESS AREA(S)	INITIAL BELOW	ACCESS AREA(S)
	Front Doors		**Clerks' Office**		**Judicial Elevator**
	East Side Door		**Judge Mills Office**		**Stairwells (East & West)**
	Rear Door		**Judge Biggers Office**		**Probation Office**
	Parking Gates – Space ____		**Judge Percy Office**		**U.S. Marshals Office**
	East Walkthrough Gate		**Chief/Senior Judge's Office**		**Fitness Room**
	East Pedestrian Gate (Lot)		**Visiting Judge's Office**		**Area _____**
	Jury Walkthrough Gates		**Visiting Magistrate Judge Office**		**ID Only (No Building Access)**

PART 4. — Building Access Times

☐ **24 Hours**	☐ **Workweek (M-F) 7a – 6p**	☐ **Weekend**	**Other Days/Hours** _____

PART 5. — OFFICIAL SIGNATURES

_____ _____ _____
Sponsoring Agency - Print Name   **Title**   **Phone #**

Agency Authorized Signature: _____ **Date:** _____

U.S. Marshals Authorized Signature: _____ **Date:** _____