

**RESOURCES BUILDING SECURITY BADGE REQUEST
FOR FREQUENT COURIER/DELIVERY PERSONNEL
INSTRUCTIONS**

1. Upon request by the courier/delivery company the Resources Building Department/Agency provides form DWR 9518. This form is available on DWR's home page @ www.water.ca.gov under the public forms link.
2. The requesting company representative completes the form, prints it out, and signs in the "REQUESTED BY" signature block at the bottom of the form. The form is then returned to the originating Resources Building Department/Agency for approval.

NOTE: The courier/delivery person cannot be the requestor. The requestor is usually the employee's supervisor, company administrator, human resources representative, company president, etc.

3. Each Resources Building Department/Agency should have one or two designated individuals who approve requests. The name of the person (or persons) from each department who approve the requests should be given to the photography unit supervisor **BEFORE** sending individuals to get security badges. The list should include the approvers printed name and signature.
4. Upon Resources Building Department/Agency approval:
 - a. The approver sends an e-mail or calls the designated photography unit confirming that the person is authorized to have a security badge.

Department of Water Resources
Dale Kolke (dale@water.ca.gov) -- 651-6385

California Department of Forestry and Fire Prevention
Steve Beightler (steve.beightler@fire.ca.gov) – 653-6031

- b. The approver gives the courier/delivery person the original approved form, and instructs them where to go to have a picture taken and a badge made.

DWR Photography Unit
Room 440-8

CDF Photography Unit
Room 1654-5

5. When the photo has been taken, the photography unit initials and notes the issue and expiration dates on the original form, then issues the badge to the courier/delivery person at that time. The original form is returned to the approving department (via interagency mail) for their records. The photography unit then e-mails the approver that the badge has been issued and the date of expiration.
6. The approver should set a reminder of badge expiration dates and follow-up with the company at the appropriate time for renewals. It is the responsibility of each issuing Department/Agency to assure that ID cards are kept current.

NOTE: Security ID Badges for courier/delivery personnel are active for no more than six (6) months from the date of issue and must be renewed before the expiration date.