

ID Badge Procurement

Submit a service request for new or replacement building access card

1



After submitting a service request for an ID badge, check your email for the "Application for Photo Identification for Building Access" form* for you to print and fill out.

2



Take a clear photo of the completed form, along with a headshot the employee**, and return via the original service request.

3



The employee can pick up their new ID badge at the Building Management Office (Suite 803).

Questions?

Contact Building Management at
(212) 697-0696

*Please note, an individual company email is required to receive an ID badge.

**Photos must be JPEG files of <2MBs