

# ID Access Badges



## **GENERAL INFORMATION:**

Access Cards contain an antenna coil and integrated electric chip. They also have a magnetic wire strip. Extra care is needed in maintaining these cards. Below is a list of recommendations for care of your ACCESS ID BADGE.

## **DO NOT DO THE FOLLOWING:**

- Do not use for any other purpose other than for access control or identification.
- Do not leave in direct sunlight.. For example on dash of car.
- Do not expose to extreme heat or open flame. For example clothes dryers or clothes iron.
- Do not expose to organic solvents, thinners, mineral spirits, ext.
- Do not machine wash.
- Do not use as an ice scraper or scraping tool.
- Do not crimp, bend, or twist card.
- Do not re-laminate.
- Do not immerse in alcohol, Isopropyl, ethanol, methyl, etc.
- Do not bite.
- Do not pound with pen or tool.
- Do not punch a slot or hole in undesignated area.

## **OKAY TO DO THE FOLLOWING:**

- Place in wallet or purse.
- Clean with soft non-scratching cloth and water.

## **Replacement Badge Fee: \$25**

- Fee may be waived if transferring to a new department/location or there is a name change.

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