

ID Badge Request Form

Instruction:

- Complete the sections *that are appropriate for you*.
- If your ID badge has been lost/stolen, you will need to obtain written approval that you are in good standing.

Definitions:

Lilly Management: M3–M4 Management, M5–M8, R8 Executive Management, P5–P6 Senior Professional (non-Sales), S6–S7 District Sales Manager, R3–R5 Senior Research/Engineering, and R6–R7 Executive Research/Engineering

The following roles may approve a replacement of a lost/stolen ID badge:

Type

- Employee
- Employee (Field)
- Contractor

Authorized Approver

Lilly Management, as described by definition
Lilly Management, as described by definition / or Sales Trainer
Immediate Supervisor and Lilly Sponsor

Reason for ID Badge: (Check only one)

_____ New _____ Damaged/Defective _____ Lost/Stolen _____ Outdated _____ Name Change

(Circle one)

(Circle one)

Lilly Employee:

Are you in Sales: **Y / N**

If you are in Sales, will you carry samples?: **Y / N**

_____/_____/_____
Print Name Date Signature* Global ID

Lilly Employee (*Authorized Approver*):

_____/_____/_____
Print Name Date Signature* Global ID

Contractor:

_____/_____/_____
Print Name Date Signature* Global ID

Contractor's Primary Company Name: _____

Contractor Supervisor (*Authorized Approver*):

_____/_____/_____
Print Name Date Signature* Global ID

Contractor Lilly Sponsor (*Authorized Approver*):

_____/_____/_____
Print Name Date Signature* Global ID

Lilly Retiree:

_____/_____/_____
Print Name Date Signature*

Lilly Guest:

_____/_____/_____
Print Name Date Signature*

* By signing this document, you verify you have read and agree with the ID Security Requirements document for proper use of your Lilly ID badge. This is also to inform you that failure to follow these requirements could result in disciplinary action or cancellation of assignment.

Continuum: _____ Internal ID Number: _____

Confidential Information

Lilly reserved the right to refuse any request form


Answers That Matter.