**Remote Site Badging**

Since Safety and Security Personnel may not be at every Cisco office location, approved individuals outside of our department may take badge photos and submit the photo to us on your behalf. In order to comply with Cisco's badging and access policies, as well as with Sarbanes Oxley rules, the Badging Photographer must first verify your identity.

For all remote location, please allow up to 5 business days for processing and shipping badge requests.

**New Badges**

Most often onsite security, Lobby Ambassadors (LA) or Site Administrators (SA) are authorized Badge Photographers, and can assist you with taking your photo and arranging for delivery of your new badge. For locations without a Badging Photographer, Please attach a photo when you are requesting a badge. All aspects of the photo must allow any Cisco representative to easily identify the card holder. Photo must meet the following standards:

* The photo must have a full white to medium gray background with no other objects in the picture (ex. No furniture, plants, flags, landscapes, etc) and no background patterns or designs.
* Business or business casual attire required.
* The standard pose is forward facing of the head and shoulders only.
* Do not wear sunglasses or hats in the photo.
* The photo file must be in .JPG format.
* The file size should be as close to 15kb as possible, and be no larger than 400kb.
* The file dimensions should be no less than 150px wide by 200px tall (1.75 inches wide by 2.25 inches high). We recommend these dimensions so that the Directory reproduces it with good quality.
* The photo must be in color.

**The process for all new-hires and new contractors is as follows:**

1. Confirm with your manager that all pre-badging processes are completed and that you are now ready to receive a new badge. Your profile being listed in the Cisco Directory indicates you are ready to obtain your badge.
2. Contact your local Badging Photographer to schedule a time to take your photo. You will need to present them with an acceptable form of photo ID.
3. The Badging Photographer will take your photo and submit it to us. They will receive a Safety and Security request number to track your badge request.
4. If an employee or contractor is not near the Cisco location, they can attach the photo in the service request which meets the [photo standards](https://cisco.jiveon.com/groups/ssbr-client-services/blog/2014/09/16/directory-photos). Once the CS team receives the request, it is sent to requestor's manager for validation.
5. Request a new badge in [eStore](http://estore.cisco.com/RequestCenter/servicecatalog/servicecatalog.do?route=offer&id=1631) under Employee/Contingent worker badge request for faster processing. The Badging Photographer will provide a hard-copy form to be signed to all those not having CEC access.
   * Search for badge
   * Select the Order option for ‘Badge – Employee/Contingent Worker’
   * Fill out the form and submit
   * NOTE: Badges can only be shipped to a Cisco site. You will either need to return to the site to pick up your badge or request that someone at the site mail your badge to your home.
6. A badge will be created and shipped to the Badging Photographer within 5 business days.
7. Once the Badging Photographer receives your badge, they will contact you.
8. Once you have your badge, call us at one of the below numbers to activate it or you may submit a badge activation request through [eStore](http://estore.cisco.com/RequestCenter/servicecatalog/servicecatalog.do?route=offer&id=1631)
   * Search for badge
   * Select the Order option for ‘Badge – Activation’
   * Fill out the form and submit

##### US West

* +1 408 525 1111
* +1 800 206 5647

##### US East/Canada/LATAM

* +1 919 392 2222
* +1 888 302 9081

##### APJ & GC

* +61 2 8446 6111

##### EMEAR

* +44 20 8824 3434

##### India

* 000 8001001694 (Toll free within India)
* +1 408 906 1041 (Worldwide toll number)