

Security Badge Request Form

Requested Action	
<p style="text-align: center;">Select One</p> <p><input type="checkbox"/> New Employee <input type="checkbox"/> New Contractor</p> <p>Start Date: _____</p> <p><input type="checkbox"/> Replacement Badge <input type="checkbox"/> Overlay <small>If wrong photo or company name.</small></p> <p>(send form to HR@enablemidstream.com)</p>	<p style="text-align: center;">(OR for <u>current</u> Employees or Contractors)</p> <p><input type="checkbox"/> Add Access</p> <p>If adding access, badge #: _____</p> <p>If replacement, reason: _____</p> <p>(send form to security@enablemidstream.com)</p>
Employee/Contractor Information	
Full Legal Name:	Enable ID:
Preferred Name:	Email Address:
Anticipated Assignment End Date (for Contractors only):	
Company/Agency Name (for Contractors only):	
If Employee, Supervisor's Name/If Contractor, Enable Sponsor's Name:	Organization/Department:
If <u>new</u> Employee or Contractor, assigned work location to which they need access:	
If <u>current</u> Employee or Contractor, additional location(s) to which they need access:	
<i>In both instances, note any specific access required at the location (offices, floors, restricted areas, field sites, etc.).</i>	
Name of Person Submitting Form	
Supervisor/Designee Name:	Signature & Date:
Only Supervisors or their designated representative should complete this form.	
<p>Submission Instructions: Contact the HR Service Center to arrange to have a badge photo taken of your new Employee or new Contractor. For Employees at locations other than Leadership Square, email a photo as a .jpg with this completed request to HR@enablemidstream.com. Requests for added access should be directed to the Security Operating Center at Security@enablemidstream.com.</p> <p>Security will create the badge and send directly to the Employee or Contractor or to the Enable Sponsor/Supervisor/ Designee (as specified below).</p>	
Badge Photo Requirements	
<p>BOK: Photos are taken in the HR Service Center located on the 16th floor.</p> <p>All Other Locations: Take photo for ID badge on first day of employment (cell phone photo is fine).</p> <ul style="list-style-type: none">• No hats, headbands or sunglasses• Image from shoulders up, directly facing camera lens (no selfies)• Must be taken in front of a solid, neutral color background	
<input type="checkbox"/> Mail Out <input type="checkbox"/> Pick Up (BOK only)	Mail to address: