

**REQUEST AND RECORD OF IDENTIFICATION**  
*(Privacy Act Statement Shown Below)*

**PLEASE NOTE:** This is the official GSA form to be used GSA-wide when requesting the Smart Card or GSA Form 277, GSA General Employee Identification.

EMPLOYEE'S NAME			ORGANIZATION/UNIT
LAST	FIRST	MIDDLE INITIAL	
SOCIAL SECURITY NUMBER	DATE OF BIRTH <i>(mo, day, yr)</i>	ACCESS RESTRICTIONS <i>(If applicable)</i>	
POSITION TITLE			OFFICE SYMBOL
DUTY STATION <i>(City and State)</i>			OFFICE TELEPHONE NUMBER <i>(Include area code)</i>
BADGE COLOR CODING <i>(Check one)</i>			EXPIRATION DATE <i>(If applicable)</i>
<input type="checkbox"/> BLUE	<input type="checkbox"/> RED	<input type="checkbox"/> WHITE	

**REQUESTING OFFICIAL**

SIGNATURE	DATE	TITLE
NAME <i>(Type or print)</i>		TELEPHONE NUMBER <i>(Include area code)</i>

**EMERGENCY CONTACT INFORMATION *(Optional)***

NAME			TELEPHONE NUMBERS		
LAST	FIRST	MIDDLE INITIAL	HOME AREA CODE	HOME NUMBER	
			OFFICE AREA CODE	OFFICE NUMBER	OFFICE EXTENSION

**THIS SECTION TO BE COMPLETED BY THE ISSUING IDENTIFICATION OFFICE**

RECORD OF ISSUE	DATE OF PHOTOGRAPH	ISSUE DATE	ISSUING LOCATION	SERIAL NUMBER
	NAME OF ISSUING AGENCY		TELEPHONE NUMBER <i>(Include Area code)</i>	
REMARKS				

**PRIVACY ACT STATEMENT**

In compliance with the Privacy Act of 1974, 5 U.S.C. § 552a et. seq., the following information is provided: Solicitation of the information is authorized by the Federal Property and Administrative Services Act of 1949, 40 U.S.C. § 47 et. seq., as amended, and 5 U.S.C. § 2101a et. seq.; E.O. 9397 (1943). Disclosure of information is voluntary. This form will be used as a means to prepare and issue a credential or pass. Information will be transferred to appropriate Federal, State, local or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; or pursuant to a request by GSA or any other agency in connection with hiring or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit. If some or any part of the requested information is not provided by the individual, the effect will be that the employee will not be issued a credential and will not be allowed to enter a GSA-controlled building after normal working hours or when the building is under security.