



BADGE REQUEST FORM

Date:

Contractor On-Boarding

Cleveland Clinic has partnered with RedCarpet/Silkroad software system to facilitate online on-boarding for contractors. Required information must be sent by email to bandpsupport@ccf.org, Subject: **BADGE REQUEST**.

Legal First Name:

Legal Last Name:

Badge ID # (only if renewing): *Begins with a T or C and can be found on front of badge.

Person's Email who will be receiving badge:

Company Name:

Office Manager/Supervisor Name: Phone Number

Date you will begin working onsite:

Individual Type:

Primary Location:

Upon receipt of required information, a Cleveland Clinic Coordinator will initiate the request in RedCarpet/Silkroad. Individuals will receive e-mail notification to begin the process and additional notifications will follow as progress is being made in the assigned on-boarding workflow through final badge approval notification.

Your request will be processed within 5 business days. Upon successful completion of all assigned tasks and training, contractors will secure a badge.

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Subject: **BADGE REQUEST****