



Important instructions for completing this form

The form you requested follows this page. Please complete it on your computer and submit it online for fast, easy transmission to the appropriate City & County of San Francisco department.

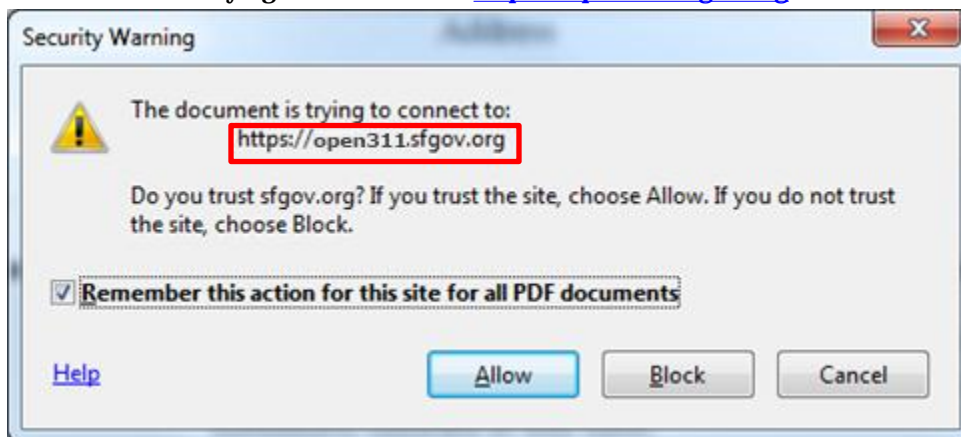
Follow these steps to complete your form:

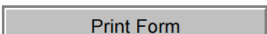
1. Scroll down and type the requested information in the corresponding field.
 - You can move among the fields by using your mouse or the “Tab” key.
2. When you’ve completed the form, you must check the terms and conditions checkbox

I have chosen to submit this form electronically. I am certifying that I have read, understand, and agree to the terms and conditions outlined in this form.

in order to click the  button.

3. Once you submit the form, you may see a warning like the one below. Verify that the address the document is trying to connect to is <https://open311.sfgov.org> and click on Allow



4. Once you submit the form, if you would like to print a copy of your completed form you can click on the  button which will appear after clicking the Submit button.

Please note: Adobe Reader does not allow you to save your work. It’s very important for you to print out your form if you would like a copy for your records.

5. Once you submit the form, please click on the  button if you have files or documents to attach.

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
 www.sfdhr.org

INSTRUCTIONS:

1. The submission of a Disaster Service Worker (DSW) ID Badge Electronic Service Request (ESR) is required for the printing of all badges except for those requested through the Appointment Processing Form.
2. The DSW ESR must be submitted by a designated departmental Human Resources Personnel.
3. Each DSW ESR allows for the submission of one (1) employee badge request. For requests of two (2) or more employees, complete the following spreadsheet and attach to the ESR upon submission: [Link to DSW ID Badge Processing Template](#)
4. The department contact will be notified when the badge(s) is/are ready for pick-up.

Date of Request: _____

Department Contact: _____ Email: _____ Phone: _____

SECTION I: REQUEST INFORMATION

Type of Request: _____ (Processing fees may apply) Quantity: _____
(New Hire badges (except for MTA specific classes) should continue to be requested through the Appointment Processing ESR.)

If other, please state reason: _____
(i.e. initial request not made on original Appointment Processing Form)

SECTION II: CARD INFORMATION

Employee Legal Name: _____ DSW ID # _____ National ID: _____
(Last 4-digits only)

Chosen Name: _____ Job Title: _____

Department Code: _____ Job Code: _____ Empl Class: _____

Type of card: Regular Smart Card (For buildings that require Smart Card access ONLY) City Hall access required? _____

SECTION III: DEPARTMENT BILLING INFORMATION

Fund: _____ Department ID: _____ Authority: _____

Project: _____ Activity: _____ Account: _____ 581470 _____

Accounting Contact: _____ Email: _____ Phone: _____

SECTION IV: DEPARTMENT AUTHORIZATION

The Appointing Officer/Authorized Designee named below hereby approves this request and certifies that the information provided on this form is accurate and complete.

Authorized By: _____ Date: _____

Phone: _____ Email: _____

SECTION V: PROCESSING INFORMATION (DHR Use Only)

Completed Not Completed - Reason: _____

Smart Card #: _____ Processing Fee Applicable?: Yes No

DSW ID Badge Completed By: _____ Date _____

I am submitting this form electronically. I am certifying that I have read, understand, and agree to the terms and conditions outlined in this form.