



Follow the “Badge Application” process to obtain a contractor badge. If brass keys or card access is required, then follow the “Requesting Card Access/Brass Keys” process. This is a 2-step process. Both of these requests must be submitted by the Ohio State Project Manager.

## **Badge Application**

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1. The Ohio State Project Manager will need to send Theresa Thayer (thayer.15@osu.edu ) a list of the company names, employee names, and their drivers’ license numbers for the badge application (this application is not available on-line).
2. Once the application(s) is filled out and signed by Theresa Thayer, a notice will be sent to the Ohio State Project Manager that the application(s) are ready. The application(s) are valid for only 15 days from the date signed.
3. The Contractor can pick up the badge application(s). Please have picture IDs present at pick-up. The application can be taken to BuckID Services (located in the Ohio Union) to have the badge made. There is a \$5 fee for each contractor badge made.
4. Once the contractor has received their badge, they need to give the badge number to their Ohio State Project Manger if they require card access.

## **Requesting Card Access/Brass Keys**

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1. If brass keys or card access is needed, the Ohio State Project Manager must fill out a Contractor Agreement, available for download from [fod.osu.edu/make-request](http://fod.osu.edu/make-request). Fill out one Contractor Agreement per employee.
2. If card access is required, provide the badge number listed on the Contractor’s badge. If no keys are requested, have the contractors sign the Contractor Agreement before submitting it to Lock & Key Services.
3. If keys are requested, the contractor will sign the Contractor Agreement when keys are picked up. Only one set of keys per company is allowed, so request the key appropriate to the employee.
4. Once Lock & Key Services has obtained all additional approval for brass keys/card access, the Ohio State Project Manager will be notified when keys are ready to be picked up or when access is granted.

## **Important Notes**

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- Contractors do not need to obtain a new badge for each project. They can continue using their existing badge.
- A contractor may be required to have both a BuckID and a MedCenter ID, but they can have access only on one of those IDs.

## **Contact**

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Lock & Key Services  
035 Central Service Building  
2003 Millikin Road  
Columbus OH 43210  
614-292-1415