



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

PIVI/FAC ACCESS BADGE INFORMATION

PLEASE COMPLETE SECTIONS A AND C BELOW TO ASSIST U.S. DISTRICT COURT OF CONNECTICUT AND GSA BOSTON WITH GENERATING/ACTIVATING YOUR NEW ACCESS ID BADGE.

SECTION A:

NAME OF NEW EMPLOYEE:

SEAT OF COURT HIRED FOR: BRIDGEPORT HARTFORD NEW HAVEN

HEIGHT:

EYE COLOR:

HAIR COLOR:

*TRAVEL ID: YES OR NO

*THIS MEANS YOUR D.O.B. AND GENDER WILL BE PRINTED ON THE BACK OF YOUR ID CARD IF YOU SELECT YES.
YOUR CARD CAN THEN BE USED AS A TRAVEL ID AT THE AIRPORTS. NO OTHER BENEFIT.

SIGNATURE OF NEW EMPLOYEE:

DATE:

SECTION B:

FOR COMPLETION BY HUMAN RESOURCES ONLY

NEW EMPLOYEES ENTRY ON DUTY DATE:

NEW EMPLOYEES COURT EMAIL ADDRESS:

NEW EMPLOYEES COURT TELEPHONE NUMBER:

SAME ACCESS AS:

EMPLOYEE REQUIRES ACCESS TO:

BRIDGEPORT HARTFORD NEW HAVEN

AUTHORIZED BY:

DATE:

FOR QUESTIONS, PLEASE EMAIL HR_DEPARTMENT@CTD.USCOURTS.GOV OR CALL 203-773-2598.

SECTION C:

THIS SECTION IS NOT FOR USE BY GSA – DO NOT SEND TO THEM

SOCIAL SECURITY NUMBER OF NEW EMPLOYEE:

DATE OF BIRTH OF NEW EMPLOYEE: