



### Name Badge Request Form

- Please download and complete the following form.
- Email the completed request form to [HR@cuesta.edu](mailto:HR@cuesta.edu)

**Standard Name Badge Format:** Preferred first name, legal last name, official job title

- *For Faculty: Job title will be listed as "Division name" Faculty (Ex: Fine Arts Faculty) OR "Primary Discipline" Faculty (Ex: Ceramics Faculty), based on personal preference.*
- *Employee may request credentials be listed at end of name (Ex: Ph.D.)*
- *Hablo Español! (Badge sticker provided when requested.)*
- *Pronouns: may be requested (not preprinted, sticker/ribbon provided)*

1) Cuesta ID number:

2) Preferred first name and legal last name

3) Would you like your credentials listed at the end of your name? (Ex: Ph.D.)  
If yes, please list here:

4) **\*Faculty only\***: Please note your Primary Discipline, otherwise your title will be listed as "Division Name" Faculty.

5) Hablo Español?    Yes                  No

6) Pronouns (*optional – not preprinted on name badge, sticker/ribbon provided*)  
Please list preferred pronouns here:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Request Processed By: \_\_\_\_\_

Date: \_\_\_\_\_