**Contractor ID Badge Application Steps**

**(April 13, 2012)**

Contractor ID badges are *requested* by authorized WMATA personnel.

1. Downloadable electronic copies of the following forms can be accessed from the *WMATA Intranet, Standard Forms, Human Resources*:
   1. Certification for Issuance of Metro SMARTRIP® for Contractor Badge

[http://metroweb/Employee\_Resources/standard\_forms/Documents/contractor\_form.pdf](http://metroweb/Employee_Resources2/standard_forms/Documents/contractor_form.pdf)

* 1. Consumer Authorization for Release of Personal Information – SMARTRIP® Contractor Identification Badge and/or Access to Metro Properties and Facilities

[http://metroweb/Employee\_Resources/standard\_forms/Documents/2012\_04\_03\_07\_57\_46.pdf](http://metroweb/Employee_Resources2/standard_forms/Documents/2012_04_03_07_57_46.pdf)

* 1. Certification of Identity

[http://metroweb/Employee\_Resources/standard\_forms/Documents/Form\_DOJ-361.pdf](http://metroweb/Employee_Resources2/standard_forms/Documents/Form_DOJ-361.pdf)

* 1. DOJ Form-361 Attachment

[http://metroweb/Employee\_Resources/standard\_forms/Documents/AttachmenttoDOJ.pdf](http://metroweb/Employee_Resources2/standard_forms/Documents/AttachmenttoDOJ.pdf)

1. Send forms referred to by lines b, c, and d above to Contractor. Contractor must fill out forms completely and provide a photo as required in Authorization for Release of Personal Information form (line b). Contractor returns completed forms to: Metro ID Card Office, Lobby Level, 600 5th St NW, Washington, DC 20001.
2. WMATA employee sends Certification for Issuance of Metro Smartrip® Contractor Badge request form and letter (see example request) to the WMATA ID Office. Once background check has been successfully passed, Requestor schedules RWP training by contacting Office of Safety (Le’Shawn Weeks) at (202) 962-2341.
3. Requestor advises Contractor of training. Contractor gets original signed Certificate for Issuance of Metro Smartrip® for Contractor Badge form from the WMATA ID Office *before* attending RWP class.

**NOTE:** Training is normally twice weekly, 0800-1100. ID is valid for *up to* one year.