



How to request a Hard Badge for a Non-Novant Health Worker

A Novant Health Business Owner/Leader/Designated Team Member can request a Hard Badge for their Non-Novant Health Worker as follows:

Option 1 (Via Email)

- Complete “ID Badge Request Form” (maintained by Public Safety).
- Send completed form with photo (waist up, white background) and a copy of government issued photo ID via email to ID Badge at rns621@novanthealth.org.

Option 2 (In Person @ ID Badge Office)

- Bring completed “ID Badge Request Form” to have photo taken and badge made.
- Need government issued photo ID.

Government Issued ID = driver’s license, passport or some type of government id.

ID Badge will send badge to Dept. Leader.

“ID Badge Request Form” Location:

Short URL:

[Hard Badge Request Form](#)

Long URL:

<http://teamportalprod1.novanthealth.org/sites/corppublicsafety/ID%20Badge/ID%20Badge%20Request%20Form%20NH.pdf#search=badge>

Bulk Contractor spreadsheet can be utilized when requests are for a large # of Non-Novant Health Workers. *Provided only upon request.*