

24 HOUR BADGE RETURN DROP BOX

Before you drop the badge in the box:

- . Swipe the badge on the reader.**
- . Place the badge in an envelope that is provided**
- . Fill out the front of the envelope.**
- . Drop the badge in the slot.**

***TO TERMINATE OR DEACTIVATE A BADGE
AFTER BADGING HOURS PLEASE CONTACT
DISPATCH AT 612-726-5577***

THIS NUMBER IS FOR AFTER HOURS USE ONLY

**Continue to contact Badging during regular business
hours**