



Purpose

The purpose of this procedure is to establish specific guidelines for the issuance, proper handling, designated use and access control features of Tradepoint Atlantic's identification badge.

Scope

The policy applies to all Tradepoint Atlantic employees, tenants, vendors, contractors and security officials.

Please review this document on how to request an ID badge. Everyone is required to fill out Tradepoint Atlantic's Facility Badging Application regardless of the type of ID we may currently have on file, including TWIC.

Please complete the online application and submit a photo using the guidelines outlined on the next page. You will need to include employer information and contact details for your on-site company sponsor. Your company sponsor will be responsible for approving your badge application request.

Once Security completes the processing portion, an email will be sent to the email addresses provided on the application advising you and your company sponsor that the badge is complete and ready for pick up. **Please be advised that we do not accept walk-ins and will only issue badges once we have sent confirmation that your badge is complete.** During the processing time, have your company sponsor notify security to have you added to the gate list. A government issued ID will be required to gain access through one of our security checkpoints.

Facility ID Badge Issuance

Facility ID Badges are issued at Tradepoint Atlantic's Corporate Office, located at 6995 Bethlehem Blvd, Suite 100, Baltimore, MD 21219, Monday through Friday 8:00 a.m. until 4:00 p.m, except for Maryland State observed holidays where Tradepoint Atlantic Offices will be closed. **Individuals must present a government issued ID when picking up their badge.**

Tradepoint Atlantic Facility ID badges are the property of Tradepoint Atlantic and must be immediately returned under the following conditions: upon separation of employment (for any reason), or upon demand by Tradepoint Atlantic or sponsoring organization.



Replacement Facility ID Badges

As soon as an individual realizes that their Facility ID is lost, stolen, or damaged, they must notify Tradepoint Atlantic's Security Office at security@tradepointatlantic.com, and a replacement application will need to be completed. Replacement facility ID badges cost \$25.00, and that cost will be billed directly to the tenant by Tradepoint Atlantic.

If an individual changes their name for any other reason (*married, divorced*), a corrected Tradepoint Atlantic Facility ID Badge will need to be issued. Tradepoint Atlantic requires the name on your Driver's License to match the Tradepoint Atlantic Facility ID Badge. Individuals will be required to present their Driver's License and or TWIC displaying the new name and surrender their existing Tradepoint Atlantic Facility ID Badge.

Tenants, Contractors & Vendors (Companies): Tradepoint Atlantic will monitor the turnover and employment rates of Companies and the burden for excessive processing of ID badges. Companies may be subject to \$5 administrative fee per new card to cover the increased costs and will be billed directly to you by Tradepoint Atlantic.

Facility ID Badge Photo Requirements

- Your head must face the camera directly with full face in view.
- Use a plain white or off-white background.
- Must be a .jpeg attachment, not a copied photo, as it impacts clarity.
- Do not wear sunglasses.
- Do not wear a hat.
- Do not wear headphones or wireless hands-free devices.