

FirstEnergy
SECURITY BADGE INFORMATION

FORM X-3285 (REV. 04-11)

This Document is Personal and Confidential

Please type or print the required information.

<input type="checkbox"/> CONTRACTOR		<input type="checkbox"/> EMPLOYEE		REPLACEMENT BADGE	
<input type="checkbox"/> PROJECT LABOR		<input type="checkbox"/> JOINT USE		<input type="checkbox"/> LOST	
<input type="checkbox"/> CONTINGENT LABOR				<input type="checkbox"/> DAMAGED	
(Refer below for a definition of each category)				<input type="checkbox"/> NAME CHANGE	
ACCESS REQUESTED FOR THE FOLLOWING FACILITIES (Do NOT State <u>All</u>) :					
NAME (Last, First, MI)				DATE	
LOCAL UNION NO.		SAP NO. (Required)		LAST 4 DIGITS OF CONTRACTOR 'S SOCIAL SECURITY NO. (Required)	
CONTRACTOR 'S E-MAIL			EMPLOYEE /CONTRACTOR PHONE NO.		
CONTRACTOR START DATE (Required)			ANTICIPATED CONTRACTOR END DATE		
CONTRACTOR COMPANY NAME (Required)			PHONE NO. WITH AREA CODE (Required)		
CONTRACTOR P.O. NO. (Authorization) (Required)			CONTRACTOR CIP BACKGROUND COMPLETION DATE (If Required)		
FIRSTENERGY SUPERVISOR'S INFORMATION (Employee or Contractor) (Required)					
NAME			SIGNATURE		
SAP NO.			EXTERNAL PHONE NO. WITH AREA CODE		
MAIL STOP WHERE EMPLOYEE/ CONTRACTOR IS ASSIGNED TO WORK					

E-Mail or Fax Form to:

E-mail To: FE Corp Security-Physical@firstenergycorp.com

Fax Internal: 801-2012

Fax External: (234)678-2012

TO BE USED BY THE SECURITY DEPARTMENT ONLY			
BADGE NO.	BADGE ISSUED BY	DATE	CONTRACTOR ID NO.

DEFINITIONS:

Project Labor: Support FE projects for a defined period of time **or** to perform specific services for FirstEnergy (i.e. janitorial).

Contingent Labor: Resources provided through Guidant (current Managed Service Provider HR has engaged to secure these resources).

Joint Use: Employees of another utility that need access to an FE Energy Delivery substation.

ADDITIONAL INSTRUCTIONS:

- All required field must be filled out or it will result in delay of badge.
- All applicable information is to be included, if not applicable to you please document in box N/A.
- Picture is required, if not on file, contact your supervisor to coordinate and schedule an appointment or E-mail photo to above address. The photo should have a neutral background, no hats or sunglasses and taken at the mid chest up.
- For access to a critical cyber asset a valid background investigation date must be entered. Refer to HR policies 210 and 211 for further information.
- Allow five business days prior to contractors start date for processing.
- Any questions concerning form contact your local corporate security representative.