

Date: 30th April 2026

New staff ID badge request form now live

A new staff ID badge request form has been uploaded to the staff intranet and is now available to use.

You can access the form [here](#).

From 5th May 2026, only requests submitted using this new form will be processed. Older versions of the form will no longer be accepted.

All requests must be completed and submitted by a line manager and emailed to:
wih-trECIDBadges@nhs.net.

When attending the Education Centre for a replacement badge, please ensure you bring your existing badge with you.

Lost badges

If your ID badge is lost or stolen, you must contact the Education Centre immediately so the badge can be deactivated. If the badge is later found, it can be reactivated.

A replacement badge will be issued at a cost of **£5.00**. A completed request form, submitted by your manager, will be required.

Staff leavers

When a member of staff leaves the Trust, their ID badge must be returned to the Education Centre so it can be deactivated and disposed of securely.