

United States Court of Appeals for the Third Circuit
Employee Onboarding Information

Please provide the information requested below. For the safety of your personal information, we recommend you encrypt this file. Encryption instructions are attached to this form.

Personal Information:

Important! **You must provide your legal name as it appears on your identification.** At a later date, you will be required to provide two official forms of documentation from the attached list, which match the name provided.

First Name: _____ Middle Name: _____
Last Name: _____ Suffix (i.e. Jr.): _____
Social Security Number: _____ Date of Birth (mm/dd/yyyy): _____
*Personal Email Address: _____ Gender: Male Female Decline to Answer
(*note: we will be using this email address in the future to send you forms and information.)

If you prefer to use a different first name for display on your court computer, court e-mail address, phone directory, etc., please list it here: _____

Employment Information:

Name of Office/Judge you will be working for: _____
Position Title: _____ Estimated Start Date: _____

Previous Federal Judiciary Experience:

1. I have never worked or volunteered for the Federal Judiciary.
 2. I have worked or currently work for the Federal Judiciary in a paid position (i.e. clerkship).
 3. I have volunteered/currently volunteer for the Federal Judiciary in an unpaid position (i.e. internship).
- If you checked box #2 or #3, complete the following for your most recent Federal Judiciary position:
- Name of Court: _____
Name of Human Resources Contact: _____
Start and End Dates: _____ Employee ID # (if known) _____

If you are a current federal employee or have any prior paid federal judiciary or other federal work experience, we will need you to provide us with a copy of your last SF-50, Notification of Personnel Action.

Travel Credential:

New court employees will be issued a Facility Access Card (FAC). Your FAC will serve as your court identification and will also provide access to designated areas in the courthouse. **Please check one:**

I wish to have my gender and date of birth listed on my FAC so that I may use it as a travel credential.

I DO NOT wish to have my gender and date of birth listed on my FAC.

FOR COURT USE ONLY:

HRMIS Onboarding Badge request HD Ticket

rev: 3/2024

Identification Requirements for Facility Access Card (FAC)

In order to receive a FAC when you start your position, please note that you will need to bring two forms of government issued ID's. At a minimum one of the identity source documents must be from the Primary list.

Acceptable forms of primary ID include:

- US Federal Government Photo ID
- US or Foreign Passport
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
- US Certificate of US Citizenship
- US Certificate of Naturalization
- US Military ID Card
- State-Issued Driver's License
- State-Issued Photo ID Card

Acceptable forms of secondary ID include:

- a different type of US photo ID from the first five above
- US Social Security Card (issued by Social Security Administration)
- original or certified Birth Certificate; issued by a state, municipal or county agency; bearing an official seal

The following rules apply to all presented identity source documents:

- All documents must be in their original forms - no photocopies other than a certified copy of birth certificate bearing an official seal.
- Expired or canceled identity documents are not acceptable.
- All Primary forms of ID contain an expiration date; however, some Secondary forms of ID do not. Not having an expiration date does not make a Secondary ID Source unacceptable. Secondary forms of ID without an expiration date can be accepted.
- You may not use a U.S. Courts PIV-I card as a document to obtain a U.S Courts PIV-I card

Linking Documents

If any of the identity source documents presented for identity proofing bear different names, then evidence of a formal name change must be provided linking the names. All linking documents must include both the former and current legal names. All linking documents must be valid and not expired.

Example: A married woman may use both a current driver's license with her married name, and her birth certificate with her maiden name, as primary and secondary sources of identification as long as they are accompanied by an approved linking document. For this example, an approved linking document would be a marriage license – original or certified copy - with both her maiden name and married name on it or a court record linking the two names.