



ID REQUEST FORM

Last Name _____

First Name _____

Middle Name _____

Nickname _____ Birthday (MM/DD/Year) _____

Employee Number _____ Hiring Date (MM/DD/Year) _____

Attach Photo Here
(2x2 Inches)

Guidelines:

- Photo should be taken in the last 6 months.
- Photo should be taken in white background.
- Full face should be directed to the camera.
- **Female Associates**
 - Blouse with colored/black blazer.
 - Face should have light make-up and hair that touches the shoulders must be tied.
- **Male Associates**
 - Colored shirt with neck tie.
 - Wear black coat if shirt is white.
 - No facial hair.

Specimen Signature
(Use a Black Pen)