



ID REQUEST FORM

Last Name

First Name

Middle Name

Nickname

**Birthday
(MM/DD/Year)**

**Employee
Number**

**Hiring Date
(MM/DD/Year)**

Guidelines:

- Should be the latest 2x2 photo
- Full face should be directed to the camera
- Should be in white background
- Should be saved in .jpg format
- **Female Associates**
 - ✓ Blouse with collar
 - ✓ Wear black blazer
 - ✓ Hair that touches the shoulders must be tied
- **Male Associates**
 - ✓ Colored shirt with neck tie
 - ✓ Wear black coat if shirt is light so there is contrast
 - ✓ No facial hair

Attach 2x2 Picture

Specimen Signature