

**All fields must be completed.
Any forms not complete with approved signature will be returned.**

A. SUBMISSION INFORMATION			
Date Submitted			
Submitted By		Email	
Photo File Name <i>Employee photo should be submitted in the Photo ID shared drive, alphabetically by last name. Photo should be saved as Last name, First name, Title or Location (i.e. Smith, John, Maintenance).</i>			
B. ID REQUIREMENTS			
<i>Please complete all sections</i>		New ID	Reprint
Employee Name		Program/Facility	
Job Title <i>No initials or designations. All titles are printed in both French and English. Please refer to Stationery Buddy for approved title.</i>			If volunteer, disregard title and check here.
Card Style <i>(choose one)</i>	First Name Only Large Print Both First and Last Names Large Print		Both First and Last Names Regular Print
Bilingual status	Does not Speak French	Speaks French and English	
Card Type <i>Swipe cards are only required for sites with card access.</i>	Swipe Card Needed		Regular Card Needed
C. APPROVAL (Direct Supervisor)			
Name :		Title :	
Phone #:		Email :	
APPROVED		DENIED	
<i>Approved requests should only be sent by email and only to the PhotoID email address above.</i>			