



**Human Resources Representative Instructions:**

**New photograph is not required:** Mail this request to the supporting ID card station, see PD-03, Attachment H.

**New photograph is required:**

1. Employee is near an ID card station, see PD-03, Attachment I: Employee shall hand carry one copy of this request to the supporting ID card station.
2. Employee is not near an ID card station, see PD-03, Attachment J: Take a digital photograph of the employee in accordance with the format guidelines, see PD-03, Attachment B. Send the photograph on a compact disc with this request to: ID Card Headquarters, 2 Financial Plaza, Suite 600, Huntsville, TX 77340-0558; or email the photo and request to [HR.IDreq@tdcj.texas.gov](mailto:HR.IDreq@tdcj.texas.gov). You may also fax the request form to (936) 437-3602 and email the photo to [HR.IDreq@tdcj.texas.gov](mailto:HR.IDreq@tdcj.texas.gov).

**DISTRIBUTION:**

Original - ID card station or ID card headquarters

Copy – Unit or Department Human Resources suspense file – destroy form after ID received

Copy - Employee