

APPLICATION FOR IDENTIFICATION CARD

The application must be completed by employee or foster parent and approved by authorized manager. Unless otherwise instructed, the completed form should then be taken to a local Family Support Division (FSD) office for data entry and a photograph. Completed identification cards will be forwarded to appropriate agency personnel for distribution. If a replacement card and photograph is needed, the completed form should be taken to the local FSD office for processing. If an updated or replacement card is needed, the completed form should be mailed to the local FSD office.

CHECK ONE

EMPLOYEE FOSTER PARENT REPLACEMENT CARD

DIVISION

WORK LOCATION (COUNTY)

NAME (LAST, FIRST, MIDDLE, SUFFIX)

SOCIAL SECURITY NUMBER (WILL NOT BE PRINTED ON CARD; FOR TRACKING PURPOSES ONLY)

EMPLOYEES ONLY

JOB TITLE (LOCATE A JOB TITLE LISTING AT [HTTP://DSSWEB/DPL/PAGES/JOB-TITLES.PDF](http://DSSWEB/DPL/PAGES/JOB-TITLES.PDF))

FOSTER PARENTS ONLY

HOME ADDRESS (LINE 1)

HOME ADDRESS (LINE 2)

CITY	STATE	ZIP CODE
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DEPARTMENT VENDOR NUMBER

ID CARD ISSUANCE AUTHORIZED BY

NAME

TITLE	DATE
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ATTENTION AUTHORIZING MANAGER: Information provided must be verified and accurate. Only the **merit classification title** will be accepted. Contact divisional human resource office for assistance. Multi-level job classes, for example Children’s Service Worker I and II will be identified only as Children’s Service Worker.