



## **Employee Identification (ID) Cards Instructions for Replacement IDs**

The Office of Human Resources Management (OHRM) is excited to introduce the new virtual process for obtaining replacement Employee Identification (ID) cards for employees. Please follow the instructions below.

### **Replacement Employee ID Process**

Employees requiring a replacement Employee ID card should submit their request with a photo to their Agency Human Resources Liaison (HRL). OHRM will print the Employee ID card for the employee using the photo provided and send via certified mail to the mailing address found in the human resources information system (SAP) within one (1) week. OHRM will email the Agency HRL and employee to notify them that the Employee ID card has been created and mailed out.

### **Employee Information Required**

The Agency HRL should ensure the photo meets the required guidelines below and send as an email attachment to [OHRMRecords@co.pg.md.us](mailto:OHRMRecords@co.pg.md.us). In addition to the photo, the email should include the following details:

1. Employee's Full Name
2. Employee ID Number (EIN)
3. Agency Name
4. Employment Status (**Classified Services/Exempt, Temporary/Seasonal, or Contractor**)
5. Copy of Government Issued photo ID card (e.g., state driver's license)

### **Employee ID Photo Guidelines**

Employees must submit photos based on the following guidelines:

1. Photo must be in color with a white background
2. Facial expression should be neutral or a natural smile with both eyes open
3. Use a clear image with a full-face view
4. **Do not:**
  - use social media filters
  - wear sunglasses or hats
  - wear headphones or other wireless hands-free devices
5. The photo must be saved and emailed in JPEG format to [OHRMRecords@co.pg.md.us](mailto:OHRMRecords@co.pg.md.us).



### **Questions**

Please contact the Employee Services and Labor Relations Division at [OHRMRecords@co.pg.md.us](mailto:OHRMRecords@co.pg.md.us) if you have any questions related to the issuance of County Employee ID cards.

