

NEW YORK CITY DEPARTMENT OF CORRECTION

Human Resources Division
Employee Services Section
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370
Phone: (718) 546-3150
Fax: (718) 278-6083
Email: HREmployeeServices@doc.nyc.gov

Identification Card Input Sheet

Instructions: Complete all fields in the form below and submit to HREmployeeServices@doc.nyc.gov

Date:

Last Name:

First Name:

Middle Initial:

Social Security Number (Last 4 digits only):

Marital Status:

Date of Birth:

Gender:

Race:

Ethnicity:

Shield Number:

Do you carry an off-duty firearm? Yes No

Civil Service Title:

Blood Type:

Pension Number:

Weight (pounds):

Height:

Hair Color:

Eye Color:

Complete Address:

Telephone Number:

Alternate Number:

Civil Service Status:

Facility/Unit:

FOR HR USE
ONLY CIVILIANS

ESCORT REQUIRED

NO ESCORT REQUIRED