



**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