Palomar **employee photo ID badges** are available for all administrators, faculty, staff, short-term, and student workers. ID badges are recommended to be worn while on campus or at an Education Center. ID badges include a photo of the employee. You may send your own picture, or have a photo taken in MD-118. Please see the process below:

If you **already have a picture**:

1. Complete the form below.

2. Attach the form and your photo file (jpg, gif, etc.) and send via e-mail to AMorrison@palomar.edu.

   o **Note:** *The picture file should be a clear photo of head/shoulders only, taken against a plain background.*

3. Once your badge is ready, you will receive an e-mail to pick it up in MD-118 or the badge may be sent via interoffice mail. Let us know your preference.

If you **need a picture** taken:

1. Complete and send the form below to AMorrison@palomar.edu.

2. Advise us that you need to have your picture taken.

   o **Note:** *Picture taking is arranged by appointment after your form has been received.*

3. Once your badge is ready, you will receive an e-mail to pick it up in MD-118 or the badge may be sent via interoffice mail. Let us know your preference.

Photo ID Request Form Information

First Name:	
Last Name:	
Title/Position:	
Department Name:	
Employee ID #:	
Once the ID is ready (select one option):	
E-Mail me to pick up Send via Interoffice Mail	

Questions? Please e-mail AMorrison@palomar.edu.