



**CHICAGO PARK DISTRICT
PHOTO IDENTIFICATION REQUEST FORM**

DATE: _____

EMPLOYEES MUST HAVE THIS FORM COMPLETED AND ACCOMPANIED WITH A VALID GOVERNMENT ISSUED PHOTO ID TO RECEIVE A CHICAGO PARK DISTRICT PHOTO IDENTIFICATION CARD.

Human Resources Representative: _____

A Chicago Park District Identification Card should be issued to:

Print Employee's Name

Department / Region

Employee Number

Location (Park)

Issued Card Number

For the following reason (check one):

- ☐ New Employee Identification Card / Defective - No Charge
- ☐ Chicago Park District ID has been lost stolen or destroyed - \$10.00 - Replacement Fee
- ☐ Changed Region - No Charge
- ☐ Above named employee has changed his/her name - No Charge
(Supporting Document Required)

Please Print – Supervisor

Phone Number/Ext

EMPLOYEES PLEASE NOTE:

- A \$10.00 REPLACEMENT FEE, IF REQUIRED, MUST BE PAID UPON RECEIPT OF YOUR CHICAGO PARK DISTRICT REPLACEMENT ID
(NOTE: CASH ONLY)

HOURS OF OPERATION/LOCATION FOR PHOTO IDENTIFICATION CARDS ARE:

- MONDAY- FRIDAY 8:00AM - 1:00PM AND 2:00PM – 4:00PM
- LOCATION: 4830 S. WESTERN AVE. CHICAGO, IL 60609

***PLEASE CALL THE DAY OF APPOINTMENT TO CONFIRM: 312-742-5220**