Employee ID Badge Order Form for Stores Division Employees

INSTRUCTIONS

This form must be completed for any re-orders and for new orders for Employee ID Badges. The completed form must be emailed to Jennifer.Holton@abc.alabama.gov. For re-orders (replacements, or for changing information on existing ID badges) a picture of the employee is not necessary. For new orders (new employees) a picture of the employee must accompany this form as an attachment to the email.

District: _____ Store: _____ Date: _____

Employee's Name _____ Classification _____ ☐ New Employee ☐ Re-Order

Reason for Re-Order: _____

District: _____ Store: _____

Employee's Name _____ Classification _____ ☐ New Employee ☐ Re-Order

Reason for Re-Order: _____

District: _____ Store: _____

Employee's Name _____ Classification _____ ☐ New Employee ☐ Re-Order

Reason for Re-Order: _____

District: _____ Store: _____

Employee's Name _____ Classification _____ ☐ New Employee ☐ Re-Order

Reason for Re-Order: _____