



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Marilyn Martinez, Director

General Information Memorandum

ISD-GI 16-13

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Director, Income Support Division
RE: HSD/ISD State of NM issued Employee Badges
DATE: March 8, 2016

ISD-GI-#16-13 Replaces GI-14-06

The procedure for ISD staff requesting NEW or REPLACEMENT HSD/ISD Employee Badges has changed. The Customer Service Center is no longer processing these badges. They are being processed at the Field Support Bureau. Please send all requests to :

HSD-ISDBadges@state.nm.us

Please include:

- Head and shoulder picture with employee name and employee ID number on solid light colored background (jpeg format) (remember, employees must be within dress code)
 - Example file name: Minnie Mouse #123456 2.8.16
- Employee Job Title (FAA-1, Office clerk, etc.)
- Requestor name
- Requesting office
- Mailing address for badges

Upon completion, the requestor will receive an email that the badge has been processed and mailed. Once badge has been received, notify HSD-ISDBadges of receipt.

Clips for badges were distributed to all ROMs and will not be mailed with badges.

If you have any questions or concerns regarding badge requests, please feel free to contact Tina Lujan at (505) 222-6717 or email HSD-ISDBadges@state.nm.us