



ID REQUEST FORM

Last Name

First Name

Middle Name

Suffix Name

(N/A if not applicable)

Nickname

(max of 8 characters including special characters)

Employee Number

Date of Birth

(Month, Date, Year)

Start Date

(Month, Date, Year)

The ID Picture should contain ALL of the characteristics listed below:

- Most recent photo taken.
- Full face must directed to the camera.
- White background.
- Size should be exactly in 2 inches x 2 inches. No passport size photo.
- Submit the soft copy in high-resolution JPEG format.
- **Female Employees**
 - ✓ Blouse with collar and black blazer.
 - ✓ Hair that touches the shoulders must be tied. No exceptions.
 - ✓ Hair bangs should be on the side. It should not cover the eyebrows or cheekbones.
- **Male Employees**
 - ✓ Colored shirt with neck tie and black coat.
 - ✓ No facial hair. No exceptions.
- If you have any questions on the company ID upon onboarding, please reach out to Mr. Donald Selda dselda@rcbc.com.

Please strictly follow the guidelines and samples of approved photos. Incorrect format will result to a delay on the issuance of the company ID.



SPECIMEN SIGNATURE