
F&A Human Resources Standard Operating Procedures

Process: Provide New Employee Photo ID

Last Updated: January 16, 2019

If you are a new Finance and Administration (F&A) employee and are not attending the F&A orientation in-person, F&A Human Resources will need you to provide a photo of yourself for your State of Tennessee employee badge.

1. Find a plain wall that is light-colored and neutral (i.e. gray, cream, white, etc).
2. Have someone take a colored headshot for you (**Note: A black and white photo will not be accepted**). This area is to include some of your shoulders. See examples below:



3. Forward this picture via email to David.Sledge@tn.gov.
4. David will work with the Department of General Services' ID division to complete your badge and coordinate delivery to you.
5. For any questions, please call David Sledge at 615-532-4595.