

Company / Photo ID Request Form

Print this form and use a black ink pen and sign legibly, after which you can send a photo of this or the scanned format. You can also digitally fillout this form in Adobe Acrobat. If you will be printing this form, print **PAGE ONE** only.

Request Details:

New Hire	Replacement: <i>Check multiple items if applicable</i>		
	Company ID	Reason:	Lost Faded ID
	Photo ID	Stolen	Change of Marital Status

Complete all details below: *Write in all capitalized letters*

SAP number

Surname

First Name

Middle Name

Nickname

Hire date *Ex. January 1, 2021*

Home Office Location

Print signature inside the box
No overlap

Employee Type:

RTO *Reporting to office*

SITE	LOCATION	CLAIMING SCHED
CG 1,2,3	CG1 Expresslane	T/Th 8am - 5:30pm <i>Refer to the schedule on the right side</i>
Cyberpark 1	23.52	M - F 6am - 11pm
Global One	8.04	Sat 8am - 4pm
Axis One	9.06	<i>3 days processing before release on your chosen site.</i>
Cebu CZ2	20.63	
Ilocos	2.08	

Non - RTO *Work from home*

Cybergate 1 | Expresslane
Tue & Thu | 8am - 5:30pm

*Requests made on Tue - Fri will be released on Tuesday the next week.
Requests made on Sat - Mon will be released on Thursday in the present week.*



Data Privacy Notice:

By submitting this form you agree that you have read and fully understand how this data is used and kept.

<https://in.accenture.com/protectingaccenture/data-security/5422-2>

Guidelines in attaching your photo: *Attach the photo in the Service Now ticket*

<input type="checkbox"/> Attach 2x2 photo with white background and name tag at chest level , image dimension must be in a square aspect ratio
<input type="checkbox"/> Face must be with a neutral expression, neither frowning nor smiling, and mouth closed
<input type="checkbox"/> File Format: JPEG file format <i>sample (juan_dela_cruz.jpeg)</i>
<input type="checkbox"/> Photo must be in full-face view and taken within the last 6 months to reflect current appearance
<input type="checkbox"/> DO NOT wear: Eyeglasses, Earrings, Hat or Headgear, Headphones or Wireless hands-free devices or similar devices
<input type="checkbox"/> Digitally scanned photo from ID/s or other official documents are not acceptable
<input type="checkbox"/> Fill out Accenture ID Request form
<input type="checkbox"/> Scanned copy of this form MUST BE CLEAR and attach in the request ticket

DATE OF FORM SUBMISSION
Ex. January 1, 2021

END OF FORM

Security Notice: The information contained within this document is CONFIDENTIAL and unauthorized disclosure is prohibited. Failure to observe Accenture policy regarding proprietary information can result in disciplinary action, including dismissal, and can subject you and/or third parties to legal liability.

- ☒ Do not forward or copy data in part or full without explicit permission of the AWS Lead / Services Lead / ISMS Manager
- ☐ Use Strong authentication / EFS Encryption / Lock in a Drawer
- ☐ Log access in a register
- ☒ Handling guidelines in compliance with Accenture policy 1413: Corporate Records and Information Management
- ☒ Handling guidelines in compliance with Accenture policy 0123: Business Records and Information Management

Document Distribution / Access List: (Tick all that apply)

Name	Read	Modify	Delete
Physical Security System Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workplace Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace C & A team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compliance and Business Continuity (CABC) / Risk and Compliance (R&C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR Recruitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PDC Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>