



HUMAN SERVICES  
DEPARTMENT

Susana Martinez, Governor  
Sidonie Squier, Secretary  
Marilyn Martinez, Acting Director

---

## General Information Memorandum

---

ISD-GI 14-06

**TO:** ISD Employees  
**FROM:** *MM* Marilyn Martinez, Acting Director, Income Support Division  
**RE:** HSD/ISD State of NM issued Employee Badges  
**DATE:** January 27, 2014

The purpose of this GI is to notify ISD staff of changes in requesting *NEW* or *REPLACEMENT* HSD/ISD Employee Badges. Regional Trainers will no longer issue new employee or replacement badges. Requests for employee badges will now be processed by the Customer Service Center. The request for a State of NM Human Services Department Badges must be e-mailed by a Manager/Supervisor or appointed Administrative Support Employee of the employee's assigned office to the following e-mail address: [HSD-CSCADMIN@state.nm.us](mailto:HSD-CSCADMIN@state.nm.us).

The Customer Service Center will use the requestor's signature information on the e-mail request for tracking purposes as well as to mail the employee's badge upon completion.

In order for the Customer Service Center to produce the badge, please send a head and shoulder shot of the employee in jpeg format, name the picture file with the employee's name, employee id #, and the date the picture was taken. The Customer Service Center will edit the picture if necessary.

- Example, file name: Stacey F. Hernandez emp id #123456 10.15.13

Upon completion of the badge, the requestor will be sent an email with the status of the badge and the badge will be mailed.

If you have any questions or concerns regarding this GI, please contact Stacey Hernandez at (505) 383-2044 or email [HSD-CSCADMIN@state.nm.us](mailto:HSD-CSCADMIN@state.nm.us).