



NEW MEXICO  
**LAW OFFICES OF THE  
PUBLIC DEFENDER**

Chief Public Defender  
Bennett J. Baur

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## ID Badge Process

1. Supervisors and managers will schedule time with the employee to take a picture. Most employees want to make a good first impression on their first day. Nobody likes to be caught off guard for a picture. If for some reason they are not up to it because they feel unprepared, please schedule another time.
2. When taking the picture please make sure the employee is looking straight at the camera and there is enough lighting, preferably with a plain background.
3. Attach the picture with the employee's name and email it to LOPD-HR requesting an ID badge. If there are multiple pictures, please name the pictures with the employee's name.
4. HR will create a badge once an employee ID number has been issued and mail it to the employee's supervisor.
5. Interns and Limited Practitioners will receive ID badges as well.