

**Texas Department of Criminal Justice  
Retiree ID Card Request**

**Employee:** \_\_\_\_\_  
Last Name First Name MI

**Social Security Number:** \_\_\_\_\_ **Unit/Department:** \_\_\_\_\_

As a retiree of the Texas Department of Criminal Justice, I am requesting that I be able to retain my employee ID Card, with the word "Retired" placed on the face of the ID card. I understand that this is a courtesy and the ID card is not valid for accessing TDCJ premises. I also understand the ID card shall not be replaced if lost, stolen, or damaged.

Please return my Retiree ID Card to me at the following address:

\_\_\_\_\_  
Mailing Address (Street Address or P. O. Box)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Retiring Employee's Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Human Resources Representative's Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

**Note to Employee: With few exceptions you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023 to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request in accordance with the TDCJ's procedures that incorrect information the TDCJ has collected about you be corrected.**

**Human Resources Representative Instructions:**

1. Place a copy of the completed PERS 430 in the retiree's unit/department human resources file.
2. Attach the retiree's ID card to the original completed PERS 430 form.
3. Mail the original completed PERS 430 with the retiree's ID card attached, via first class mail only (not truck mail), to the following address:

TDCJ Human Resources Division  
Attention: Employment Section - ID Cards  
2 Financial Plaza, Suite #600  
Huntsville, Texas 77340 - 3558