

## Human Resources Employee Services

### Retiree Photo ID Instructions

To receive a Retiree Photo ID card by mail, please follow these instructions.  
Only former employees are eligible to receive an ID, no IDs will be made for spouses.

Please include:

Photos larger  
than this will  
be cropped  
to fit this size.

- A return envelope, self-addressed and stamped.
  - A head/shoulder color photograph to fit a 1¼ x 1¼ area.
  - A copy of your photo identification (i.e., Driver's License, Passport)
  - Your Employee Number: \_\_\_\_\_
  - Your Seniority Date: \_\_\_\_\_
  - Your name as you would like it to appear on your card:
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Mail all of the above to:

American Airlines  
HR Employee Services  
Attn: Retirement  
PO Box 619616 – MD 5141  
DFW Airport, TX 75261-9616