
Instructions for Requesting a Delta Retiree ID card

Upon request, Delta Air Lines ID Processing in Atlanta will prepare, as a courtesy, an ID card for Delta retirees. Retiree ID cards are not required by Delta for travel.

Please Note: ID Processing must have your active ID card before they will issue the Retiree ID card.

What you need to do

A request for a Retiree ID card can be made up to 30 days prior to retirement but will not be issued until after ID Processing has received your active Delta ID card from your supervisor/manager and your retirement MSS transaction completed.

To request a Retiree ID card, complete the attached request form and submit it to the ID Processing Office by one of the methods listed below:

- Fax it to (404) 715-3261
- Send via U.S. Mail, FedEx or UPS with tracking number to - Delta Air Lines Inc., Dept. 969 – ID Processing, 1020 Delta Blvd, Atlanta, GA 30354-1989

On your last day of active employment, your active Delta ID card must be surrendered to your supervisor/manager. It is your supervisor/manager's responsibility to ensure your active ID card is returned to Delta's ID Processing Offices in Atlanta or Minneapolis.

- **Failure to surrender your active ID card at the time of your retirement may result in suspension of pass privileges until such time as the ID card is received by the ID Processing office.**

If your active ID card has been lost, a \$50 fee is assessed and payable before a retiree ID card is issued.

Your retiree ID card will be processed approximately 8-10 business days after the ID Processing office receives your active Delta badge from your supervisor, and your retirement status is reflected in the ID badging system. A higher than normal number of request forms received around a similar time period may affect the processing and delivery time.

Retiree ID cards will be processed from the Atlanta office using the photo presently on your active ID card and information stored in the ID badging system. If you desire a new photo, please submit the new photo via email at least 14 days prior to your retirement date to: IDProcessing@delta.com. New photos must be on a white background and in JPG format and include your name and employee number.

If you have any question concerning the retiree ID card, contact ID Processing in Atlanta at (404) 715-2400.
