

FILLING INSTRUCTIONS – READ BEFORE FILLING THE FORM

1. FILL **ONE FORM FOR EACH MAIN ITEM** YOU ARE ORDERING.
2. FILL ALL SECTIONS OF THIS FORM AS FOLLOWS:
 - 2.1. USE A **X** TO **FILL** IN WHERE **BRACKETS** APPEAR.
 - 2.2. ANSWER **"YES"** OR **"NO"** IF THE FORM **DIRECTS AS SUCH**.
 - 2.3. TYPE THE INFORMATION IN THE **GREY FIELDS** OF THE FORM.
 - 2.4. **FOR IMAGES:** IF YOU SELECT **"I WILL PROVIDE IT"**, YOU MUST **ATTACH** THE RELEVANT **IMAGE**.
 - 2.5. **FOR IMAGES:** IF YOU SELECT **"GENERATE IT"** OR **"NOT REQUESTED"**, THE RELEVANT IMAGE WILL BE **RESPECTIVELY** COMPUTER **GENERATED BY US** OR **WILL NOT APPEAR** AT ALL.
3. IF YOU WANT **TO LEAVE A FIELD BLANK, DO NOT ENTER ANY DATA IN THE FORM** FOR THAT SPECIFIC FIELD.
4. IF YOU WANT **US TO GENERATE ANY DATA** FOR A SPECIFIC FIELD, ANSWER WITH THREE SLASHES: **///**
5. **ALL DATA** WILL APPEAR ON THE MAIN ITEM **EXACTLY AS YOU TYPE THEM** IN THIS FORM (INCLUDING UPPERCASE AND LOWERCASE LETTERS, PUNCTUATION MARKS, OTHER SPECIAL CHARACTERS AND ANY POSSIBLE MISSPELLING TOO).
6. MAKE SURE **ANY IMAGE** SUBMITTED IS **NOT GRAINY, BLURRY OR IN LOW RESOLUTION** AS THIS WILL RESULT IN SUB-STANDARD PRINTING QUALITY.
7. THIS FORM AND ANY IMAGE REQUIRED TO APPEAR ON THE MAIN ITEM MUST BE FORWARDED TO THE E-MAIL ADDRESS DISPLAYED IN THE [Contact us](#) SECTION OF www.joysingersids.com

CUSTOMIZATION FORM FOR: **COMMON ACCESS CARD (CAC), LATE 1990s-2000s**
DEPARTMENT OF DEFENSE (DOD) CIVILIAN RETIREE ID CARD (LATE 2000s-EARLY 2020s)

MAIN ITEM'S IDENTIFICATION

MAIN ITEM *(enter name of the main item as it is identified on the website and make sure to specify also any additional identifiers such as "status"/"type"/..., E.G.: CAC, GENEVA CONVENTIONS IDENTIFICATION CARD, STATUS SPECIFIC, TYPE 2, RESERVE, US MARINE CORPS)*

INFORMATION FOR CUSTOMIZATION

- Some information may not appear on the specific series/type/version of the card ordered. Just to make sure **FILL ALL FIELDS**.
- **If you mark "I WILL PROVIDE IT" in regard to any image (photo, signature, etc.)**, please send a photo/scan of it, together with this form, as an e-mail attachment to the address shown in the [Contact us](#) section on www.joysingersids.com. **Please make sure the image submitted is not grainy, blurry or in low resolution as this will result in sub-standard printing quality.**

LAST NAME

FIRST NAME (LINE INCLUDES MIDDLE NAME OR MIDDLE NAME INITIAL)

AGENCY (ONLY FOR "DOD OFFICES OR AGENCIES" CARDS)

BRANCH (ONLY FOR "MILITARY AFFILIATE" CARDS)			
PAY GRADE		RANK	
ISSUE DATE	EXPIRATION DATE	DATE OF BIRTH	
BLOOD TYPE		ORGAN DONOR (ANSWER "YES" OR "NO")	
SOCIAL SECURITY NUMBER or FOREIGN IDENTIFICATION NUMBER			
GENEVA CONVENTIONS CATEGORY			
DOD ID NUMBER (ONLY FOR "DOD CIVILIAN RETIREE" ID CARDS)			
PHOTOGRAPH (<i>mark only one of the following options</i>)			
- I WILL PROVIDE IT [] - GENERATE IT [] - NOT REQUESTED []			

REMARKS

PLEASE DOUBLE CHECK THE INFORMATION PROVIDED IN THIS FORM, ESPECIALLY FOR ANY MISSPELLING, AS THEY WILL BE TYPED ON THE CARD EXACTLY AS THEY APPEAR IN HERE.

INFORMATION PROVIDED IN THIS FORM WILL REMAIN STRICTLY CONFIDENTIAL.

----- joysingersids.com ----- CUSTOMIZATION FORM --- END -----