

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: **FCDA (FEDERAL CIVIL DEFENSE ADMINISTRATION) ID CARDS**
OCD (OFFICE OF CIVILIAN DEFENSE) ID CARDS AND CREDENTIALS

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.: FCDA ID CARD, 1950s-1960s, ARMY ISSUE)*

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.**

NAME OF BEARER		TITLE / POSITION OF BEARER	
NAME OF ISSUING AGENCY		TITLE OF ISSUING OFFICER	
ASSIGNED AREA		BEARER'S PARENT AGENCY	
WEIGHT	HEIGHT (enter full height)	HEIGHT (enter only feet)	HEIGHT (enter only inches)

COLOR or RACE	BUILD	HAIR COLOR	COMPLEXION
SCARS AND MARKS			
DATE OF BIRTH	EYES COLOR	CREDENTIALS NUMBER / CARD NUMBER	
PLACE OF ISSUE		DATE OF ISSUE	
BEARER'S EMPLOYING AGENCY / EMPLOYER			
TITLE OF EMPLOYER			
SIGNATURE OF ISSUING OFFICER / #1 AUTHENTICATING OFFICER (mark only one of the following options)			
- I WILL PROVIDE IT [] - GENERATE IT [] - SPECIFY NAME IF DESIRED: - NOT REQUESTED []			
SIGNATURE OF EMPLOYER / #2 AUTHENTICATING OFFICER (mark only one of the following options)			
- I WILL PROVIDE IT [] - GENERATE IT [] - SPECIFY NAME IF DESIRED: - NOT REQUESTED []			
SIGNATURE OF BEARER (mark only one of the following options)			
- I WILL PROVIDE IT [] - GENERATE IT [] - NOT REQUESTED []			
PHOTOGRAPH (mark only one of the following options)			
- 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 -----