

## 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](http://www.joysingersids.com)

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**CUSTOMIZATION FORM FOR: DOD OIG (DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL) CREDENTIALS**

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## 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.: DOD OIG CREDENTIALS, 1990s)*

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## 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](http://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.**

<b>NAME</b>
<b>CREDENTIALS NUMBER</b>
<b>RANK</b>
<b>BADGE NUMBER</b>

**PHOTOGRAPH (mark only one of the following options)**

- I WILL PROVIDE IT [ ]
- GENERATE IT [ ]
- NOT REQUESTED [ ]

**SIGNATURE OF BEARER (mark only one of the following options)**

- I WILL PROVIDE IT [ ]
- GENERATE IT [ ]
- NOT REQUESTED [ ]

**SIGNATURE OF ISSUING AUTHORITY (mark only one of the following options)**

- I WILL PROVIDE IT [ ]
- GENERATE IT [ ] - SPECIFY NAME IF DESIRED:
- NOT REQUESTED [ ]

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**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](http://joysingersids.com) ----- CUSTOMIZATION FORM --- END -----