## MAIL-IN INSTRUCTIONS FOR PHOTO ID CARDS

1. ACTIVE - Include a photocopy of your Law Enforcement ID with the completed form.

ASSOCIATE - Include a copy of Driver's License and notarize the completed form.

ASSOCIATE FAMILY - Include a copy of Driver's License and the Name and National Number of the active family member.

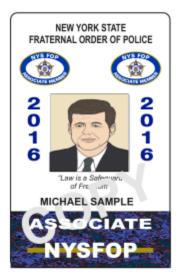
- 2. Make check payable to NYSFOP.
- 3. Mail the check, completed form, and copy of Law Enforcement ID or Driver's License to:

NYSFOP 911 Police Plaza Hicksville, NY 11801 Attn: ID CARD PROGRAM

4. Take a digital photo Passport Style. Do not crop picture, sent the picture as is.

ACTIVE - Solid RED Background ASSOCIATE - Solid Background (not RED or BLUE)

- 5. Rename photo file with your Name and Lodge Number, or place the photo number on the form.
- 6. Email the photo (jpg) to id@nysfop.org or mail photos on a CD, Disk, or Flash Drive.



## Do Not Crop Photo

Send it the way it comes out of the camera

