

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

