PLACE YOUR DRIVER'S LICENSE OR MILITARY I.D. IN THE INNER BOX. THE OUTER BOX IS FOR A PASSPORT. MAKE SURE THE GRAY AREA IS THE SAME AMOUNT AROUND ALL EDGES. MAKE SURE THE AREA IS WELL LIGHTED.

USING YOUR SMART PHONE OR DIGITAL CAMERA FROM STRAIGHT OVER THE I.D., ZOOM OR MOVE IN OR OUT UNTIL THE ENTIRE BOX AROUND YOUR I.D. SHOWS. YOU MUST BE CLOSE ENOUGH FOR THE ENTIRE CHECK TO BE PHOTOGRAPHED, IF ANY PART IS CUT OFF YOU MUST REDO. YOU MUST ALSO NOT BACK MORE THAN NEEDED TO SHOW THE WHOLE CHECK.

PICTURES MUST BE IN FULL COLOR AND EITHER

JPG OR .PDF FORMAT