



## **MPOETC ID Card Guidelines**

- 1) Make one copy of both forms for each ID Card that is needed.
- 2) Complete both forms and return them to me via email, if possible.
- 3) We will need a photo of the Retired Officer.
- 4) When sending the photo, please attach a name and save them in a jpeg or bitmap format. Call me with any questions about this.
- 5) Email is the fastest and most efficient way to process the ID.
- 6) Once I receive the information from you, the card(s) will be shipped to the current Chief of Police within five business days(Most times within 1-2 days).
- 7) I will set up an official account for you with ID Answers.
- 8) You will be billed for each card at the rate of \$15.00 for each Special Laminated Card. The Special Laminated Card will have more durability and a longer life than typical ID cards.
- 9) We accept Visa, MC, Discover, AMEX, checks and money orders for payment.
- 10) **Keep in mind that ID Answers also provides Custom ID Cards for your department.**  
**You will receive a sample with your Retired ID.**

**If you ever have any questions, concerns or feedback, please let me know.**

Thank you for allowing ID Answers to support your efforts.