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WAR DEPARTMENT PAMPHLET No. 20-9

PREPARATION OF IDENTIFICATION CARDS



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War Department Pamphlet No. 20-9, Preparation of Identification Cards, is published for the information and guidance of all concerned.

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BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

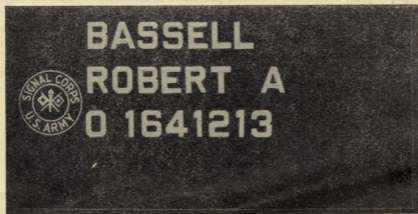
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As prescribed in paragraph 9a, FM 21-6, except D (0); T of opns (25); Base Comds (10); Def Comd (10).
(For explanation of symbols see FM 21-6.)

PREPARATION OF IDENTIFICATION CARDS

1. PURPOSE. This pamphlet gives instructions for the preparation of identification cards (W. D., A. G. O. Forms No. 65, 65-6, 65-8, and 65-10) in accordance with the provisions of Circular No. 82, W. D., 24 February 1944.

2. PREPARATION OF TITLE BOARD SET PH-273. Prepare the title board with the last name of the person to be photographed on the top line, the first name and middle initial on the middle line, and the serial number on the bottom line. Use the serial number with Forms No. 65 and 65-10 only. Start lettering one space from the top of the board. Skip two spaces between all succeeding lines. Take care to provide a minimum margin of 2 inches on each side of the board. A replica of the Signal Corps seal may appear in the lower left corner of the title board. *No other information is to appear on the title board.* The subject must be requested to inspect the board prior to photographing, to make certain that his name and serial number are given correctly.



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Figure 1. Example of correctly prepared title board.

3. TAKING THE PICTURE. a. The finished positive transparency must be approximately 1 by 1½ inches, or the size of standard 35-mm double-frame perforated film (pars. 4 and 5). Proper precautions must be taken to insure that the final image will be included within these dimensions without cutting off any part of the subject or title board. A white background is essential. Flat lighting should be used on the subject. Secondary lights must be arranged to produce the whitest possible background. Further information concerning the taking of identification pictures may be found in TM 11-403, Identification Equipment PH-385.

b. The title board must be straight and in line with the subject's collar tips. *Identifying insignia indicating organizational designation must not*

appear on the photograph. Such insignia include regimental numerals, which are frequently worn on collar ornaments, and regimental insignia worn on officer's shoulder tabs.

4. SIZE OF THE PICTURE. The medium for the photograph is a positive transparency and *not* a paper print. The final size of the positive transparency will be approximately 1 by 1½ inches. The largest image that will include *all* of the subject's head *and* information on the title board and still fit within the dimensions of the positive transparency must be used. In the event that those organizations designated to take the identification pictures do not have standard identification equipment, an expedient must be utilized. Should an expedient camera be used, the completed negative must be suitable for printing on the positive transparency film.

5. PROCESSING THE POSITIVE FILM (TRANSPARENCY). The film to be used for the photograph appearing on the identification card is Film, M. P., 35-mm, positive; E. K. Safety Positive Type #5302 (or DuPont type #605-B), perforated (Signal Corps Stock No. 8D1262-1).

a. The film is exposed in a contact printer in much the same fashion as a paper print except that a reverse procedure is necessary. Place the negative in the contact printer with the *emulsion side down*. Place the unexposed positive film over the negative with the *emulsion side down*. This is done so that the final photograph will read correctly when it is placed emulsion side down on the paper insert for the identification card.

b. The lightest possible background is necessary in the final photograph.

c. Process the positive exposed film in accordance with manufacturer's instructions. This positive *must not be waxed*.

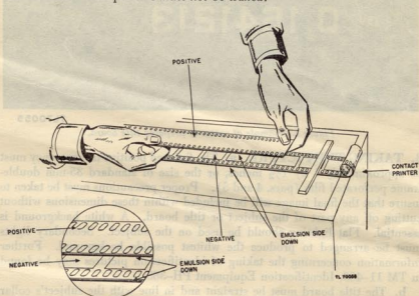


Figure 2. Correct method of exposing positive film with a contact printer.

6. FINGERPRINTING. Fingerprints necessary for the preparation of identification cards will be made in accordance with the instructions contained in TM 11-403 and AR 345-120. However, only the fingerprints of the left and right index fingers are used. Care must be exercised to insure clear, legible impressions.

7. PREPARATION FOR MOUNTING PRIOR TO LAMINATION. Cut the sprocket perforations from the individual prints. Remove all borders from the print. Each edge must be clear and transparent.

8. OTHER DATA ON THE CARD. All spaces on the card must be filled in by the issuing officer and signed by the individual whose picture appears. The issuing officer must be certain that the identifying information which appears on the reverse side of the card is correct as of the date issued. Fill in the spaces as follows:

NAME—Type the name of the individual, starting with the first name.

DESIGNATION—Type the grade or assimilated grade (Cir. No. 343, W. D., 1943). Do *not* indicate branch of service.

SIGNATURE—The individual to whom the card is issued signs the card exactly as his name is typed.

COUNTERSIGNED—Signed with the name and grade of the officer authorized to issue such cards.

9. PREPARATION OF PAPER INSERT FOR LAMINATION. Place the photograph in the space provided on the card, making certain that the photograph is centered and that the edges are parallel to the edges of the identification card. Follow the instructions packed with the Laminating Equipment PH-523/GF, for final processes necessary to produce the finished identification card.

