

FORM DIRECTIVE
VDF ID CARD, FORM 428 Rev. 23 MAR 11

Any VDF Form 428 prior to Rev. 10NOV10 is no longer accepted.

All information must be filled completely in order to process an ID Card request. Forms may be completed by hand and scanned or completed electronically.

Unit, Date and Information Blocks (IB) 1-18 are clearly marked and self-explanatory. With the exception of Date of Entry, IBs 13 and 16, all areas must be filled in. If the applicant is a new enlistee, IB 13, ID #, will be assigned by Division Headquarters. If IB 16 is unknown, it may be left blank.

FEMA certificates are not required to be forwarded **WITH** the ID application. The individual's MPRJ is checked at Division against the submitted 428, and if lacking, the 428 will not be processed, but returned. With the completion of additional courses, and receipt of said certificate at Division, new barcode labels will be sent for application to the back of the existing card when updates are processed.

Individual's Rank will be checked at Division before processing the application. The Rank shown on the Official VDF Division MTO will be the Rank that is shown on the ID card. Rank discrepancies must be corrected by the individual's Unit forwarding required documents to Division Headquarters.

There must be a Signature of Approving Authority in order for applications to be processed. The approving authority is the individual's Unit Commander or his/her designee. Applications will be returned to the requesting unit if there is no signature in the Signature of Approving Authority box.

APPLICANT SIGNATURE INSTRUCTIONS:

The applicant's signature must be **within** the borders of the provided signature block on the bottom left of VDF Form 428, Rev. 10DEC10. Do not sign directly on the bottom line of the box.

If the ability is available to insert a scanned signature onto the form, then the entire form may be executed electronically.

APPLICANT IMAGE INSTRUCTIONS:

The applicant's image must be sent along with the properly filled out ID Card Application and may or may not be within the same file. Images must be received at the same time as the VDF Form 428 in order for it to be processed.

A full facial digital image of the face should be taken in diffused lighting over the full face eliminating shadows or "hotspots," from the top of the head to the base of the chin and from ear-to-ear. It is acceptable if there is more image than these requirements, i.e., shoulder, upper arms and wall space above the head.

The background should be that of a neutral colored wall; white is preferable. Do not use any colored backdrops for these images. There are to be no objects of any kind in the background. Females must have their hair pulled back. It is desirable, but not necessary, that the applicant wear a BDU blouse for the photo. Applicant's appearance must conform to VDF's grooming regulations for their ID card photograph.

No veils, headdresses, or eyewear are allowed. The individual shall not be smiling in the photo. These measures are taken to be able to achieve 11 focal points on the face and around the eyes. The Department of Homeland Security contends that the law makes no allowances for the exclusion of facial photographs based on religious or other beliefs.

Color digital images for the purpose of the VDF ID card only can be taken with:

- a cell phone
- a digital camera
- a webcam

All images of personnel must be submitted in color. The image can be in jpg, tif, or pdf format ONLY. The resolution of the image must be as high as possible with the equipment available to you. Most cell phones and digital cameras allow you to change these settings.

If digital means for the photograph are not available, a Polaroid or other form of paper photograph may be sent along with the properly filled out VDF Form 428 Rev 10DEC10 if necessary. These types of images must also be in color. We highly discourage this method.

These images should be sent via email to: vdinfo@vdf.virginia.gov ALONG WITH Form 428, Rev. 10DEC10. All filenames MUST contain the applicants' name. The application, and image files may either be sent as separate files within a single email or in a combined file. Only one applicant will be accepted in a combined file. Attachments that contain more than one applicant's information will be returned to the sender.

If a VDF ID Card is being reissued, for whatever reason, a new digital image is required.

Images will be archived for a period of no less than 5 years in compliance with the Department of Homeland Security.

VDF Auxiliary Members will not be issued ID cards. Upon reactivation, an application according to these guidelines must be submitted.

The above standards are in full compliance with the Department of Homeland Security and are not to be altered in any way.