

ARMY MARS ID CARD REQUEST FORM

Eligibility:

To receive an Army MARS ID Card, members must meet the following eligibility requirements.

- Army MARS member in good standing.
- Completion of Army MARS Basic Training Course
- Completion of NIMS Courses 100, 200, 700 and 800
- Recommendation by State MARS director or designated Region Staff

Procedure:

Individual members must be recommended for an ID card by their State Director or region staff, and their application endorsed and forwarded to HQ Army MARS by their Region Director. State Directors shall consider recommending members based on factors including operational necessity, reliability and strong history of participation.

The ID Card request shall be submitted, with all required materials, on the standardized MARS ID Card Request Form. Accompanying materials include a copy of a current government issued photo ID (such as a driver's license or passport) and a digital photograph. The purpose of a copy of current government issued photo identification is to verify the likeness of the photograph, name, and address submitted in the ID Card Request. Ensure information provided in the ID Card Request form matches exactly the information on the government issued ID accompanying the request.

The digital photograph must be a color, head-and-shoulders photograph of you facing the camera with a plain background. Do not submit photos where you are wearing sunglasses, hats, or anything that would make it difficult to determine your identity. Photos of poor quality or containing unacceptable content will be rejected and delay issue of your ID card.

Required Information:

Complete the form by providing the requested information and signature. Names and addresses must match the copy of the government issued ID card you provided exactly, letter for letter.

PRINT CLEARLY OR TYPE	
LAST NAME :	
FIRST NAME :	
MIDDLE NAME or INITIAL:	
STREET ADDRESS:	
TOWN:	
STATE:	
ZIP CODE:	
MARS SERVICE BRANCH :	
EXPIRATION DATE OF MARS LICENSE :	MO: DAY: YR:
I UNDERSTAND THE ID CARD IS THE PROPERTY OF THE UNITED STATES ARMY. I AGREE TO USE THE ID CARD FOR OFFICIAL BUSINESS ONLY. I AGREE TO RETURN THE CARD IN THE EVENT I SEPARATE FROM ARMY MARS, OR WHEN REQUESTED.	
SIGNATURE	

Complete and sign the
ID Card Request Form

☐

Include
Digital Photograph

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Include copy of
Government Issued Photo ID

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ID Photo Guidance

This page is for information only. This page may be discarded when no longer needed. Do not return this page with ID Card Request.

There are many ways an ID photograph can be obtained. This page is intended as guidance for MARS members desiring to take a quality ID photograph at home.



The photograph will be of your head and shoulders. For a professional appearance, wear a nice shirt suitable for a business office environment. The shirt should preferably be a solid color to avoid distracting patterns, and contain no printing or graphics. Consider the color of the shirt in contrast with the background. Avoid a white shirt on a white background. A tie is okay, but not necessary.

Head shots only. The photo is for identification purposes. Photos containing hats, sunglasses, props or silly faces will not be accepted.

The image should be 1024x768 pixels or above, with a resolution of no less than 75 dpi.

Save as .jpg or .tif file type. Do not edit or crop .jpg images, as the image in a .jpg formatted file is re-compressed each time it is saved resulting in reduction of image resolution.

1024x768 has a ratio of 1.3333 : 1. This is the same ratio as a 4 X 3 inch portrait.

The photo should be taken from a distance of about 5 feet against a plain background (a white wall) in a well-lit area, with the digital camera set to take a 1024x768 pixel-sized image, and with auto-flash on. Center the camera's auto focus on the face. Backlight the background if necessary to eliminate shadows. Ensure enough lighting so that detail, such as eye color, is not washed out with the flash.

Name the photo with your First Name Last Name and MARS license expiration Date.