Are you using a Photocopier and Fax Machine to send consent forms and ID to us? Here are a few ideas!

Tips for **photocopying** legible pieces of ID:
(The following controls are available on most machines)

1. **Enlarge** the copy of the ID to **200% or greater**
2. **Copy in Black & White** -- colour tends to deteriorate clarity.
3. **IDs with lighter backgrounds** typically photocopy better; therefore, if possible request that candidates bring an ID with a lighter background with them to interviews.

*For an ID With a Dark Background:

4. **Lighten** the copy by **75% or 100%**
5. **Decrease** the **contrast**, if available.

* Prior to faxing, make sure the copies of the ID are legible and contain the mandatory requirements.

Primary *(Government-Issued Photo)* ID: **First and Last Name, Date of Birth, Photo, Signature**
Secondary *(Non-Photo)* ID: **First and Last Name**
* Some primary ID has the required components split between the **front** and **back** of the ID. Please **copy both sides** of the ID.

Tip for **faxing** your copies of ID:

A fax tends to significantly darken and deteriorate the quality of the copied images. Using the tips outlined above, in addition to adjusting the **resolution** setting on your fax machine, will assist in submitting legible copies of ID.

1. Adjust the resolution option to **Photo** or **Super-fine**.

If you have questions, email to **ost@backcheck.net** (Order Support Team). Please note the type/model/year of your copier and fax machine. We’ll do our best to get back to you with tips specific for your machine and/or provide you with alternative options.