

Instructions for ID and PAS Cards

All cards initial cost will be \$5.00 each. Lost cards will be replaced at a cost of \$10.00 each (to try to encourage them to not lose them)

PAS CARDS

- These Cards are designed to use in conjunction with your department's Personnel Accountability System.
- The cards will be punched at one end and will not include any clips (so that you can use whatever style of clip you want to on the cards).
- The cards are designed to include the following information:
 - Department Name
 - Color ID
 - Department State & County ID Number
 - Firefighter Name
 - Firefighter Department ID Number
- These cards are printed one side only, with return if lost info on the back, with *"Return to Your F.D. if lost"* details.

IDENTIFICATION CARDS

- These Cards were designed for use by the Firefighters and Officers for the purpose of quick identification while at scenes.
- The cards will come with a plastic clip on type fasteners.
- The cards will be punched at the top to allow them to be hung horizontally on civilian clothes or uniforms.
- The cards will include the following information:
 - "FIRE DEPARTMENT" in Red across the top portion of the card
 - Department Name
 - Persons Rank and Medical or Department licensure level (Firefighter, Lieutenant, Captain, Chief, Etc and, Basic EMT, Paramedic, Etc.)
 - Persons Name
 - Expiration Date of Card (optional but strongly consider including it)
 - Persons Picture (in a .jpg or .jpeg format)(Try to be consistent with the pictures i.e., the same light colored background on all pictures, no hats and smiles or no smiles, uniforms) (please use a file name for the picture that at least includes the persons first initial and last name)
- These cards are printed one side only, with return if lost info on the backs, with *"Return to Your Dept if lost"* details.

SUBMITTING INFORMATION TO GET CARDS DONE

- All information needs to be submitted to Justin Giersdorf at Huron Valley Ambulance.
- The information can be submitted a few ways:
 - Email to: jgiersdorf@hva.org
Phone – 734-477-6347
 - Mail to: Huron Valley Ambulance
Attn. Justin Giersdorf
1200 State Circle
Ann Arbor, Michigan 48108
 - Drop Off to: Justin at HVA's Main Station on State Circle

Justin will already have the color code for your department for the PAS Cards.