

Preparation of Documents and Photo

Provide a digital photo with a white background in .jpg format. Please ensure the photo shows the chest and above. If you wear glasses, tilt your head to minimize glare on the lens. See examples.

You must provide a digital photo. Passport photos will not be accepted. You must be photographed against a PLAIN WHITE background. The plain white background must be flat and without any details. Use a plain white poster board or a plain white bed sheet if you don't have a flat white wall to stand against.

Print out and complete these documents:

- Application Form (IRS-CI Credentials Application.pdf). This document can be submitted via email or a mail service using a tracking mechanism (Fed-Ex, UPS, etc). **Ignore and do not follow the instructions after the applicant signature block. Those instructions DO NOT APPLY to this process.**
- Digital Signature Form (IRS-CI Digital Signature.pdf). This document can be submitted via email or a mail service using a tracking mechanism.
- Conditions for Use Form (Conditions for Use.pdf). Initial where indicated for ALL lines. This document **MUST BE** submitted via a mail service using a tracking mechanism (Fed-Ex, UPS, etc.) **DO NOT USE** the regular US Postal Service. That will seriously delay processing. This form cannot be emailed.
- Attestation Form (Attestation.pdf). This document **MUST BE** submitted via a mail service using a tracking mechanism (Fed-Ex, UPS, etc.) **DO NOT USE** the regular US Postal Service. That will seriously delay processing. This form cannot be emailed.

Submission of Documents and Photo

Email the digital photo to Melissa.Jeffers@ci.irs.gov Use the subject line: Retiree Credential Replacement. Include your name and contact information.

Using a mail service that provides a tracking mechanism, such as Fed-Ex or UPS, send the following items:

- Both cards of your current retiree credentials.
- Conditions for Use Form. This document **MUST** have a physical signature and cannot be in digital form. It must be submitted as a hard copy. It cannot be emailed.
- Attestation Form. This document **MUST** have a physical signature and cannot be in digital form. It must be submitted as a hard copy. It cannot be emailed.
- Application Form. This document **MAY** be scanned and emailed with your digital photo, or submitted with the Conditions for Use and Attestation Forms.

- Digital Signature Form. This document MAY be scanned and emailed with your digital photo, or submitted with the Conditions for Use and Attestation Forms.

Send your documents and credential cards to:

IRS, Criminal Investigation
Melissa Jeffers
Attn: ID Media Coordinator
SE:CI:S:AKM
1111 Constitution Ave
Room 2539
Washington, DC 20224

Additional Comments

Upon receipt, IRS-Criminal Investigation will process the new retiree credential cards and sent them to the address identified on the Application Form.

There is a question on the Application Form that asks “Have you applied for a retired/Separated special agent identification before? If yes, explain.” Directly under that line include your retirement date from your Form SF-50B or the date of your previous application if it was not at the time of your retirement. You can include the month and year if you do not have the exact date.

If you were never issued retiree credentials or cannot locate them and are interested in acquiring them now, you will have to contact Melissa Jeffers via email at Melissa.Jeffers@ci.irs.gov. That is a different process which she will explain to you. DO NOT use the above process if you DO NOT have current retiree credentials to be replaced.

Retiree badges will not be provided or replaced. Only retiree credentials are involved.

If you did not request your active duty credentials be marked “Retired” and returned to you at the time of your retirement, the credentials were summarily destroyed and are no longer available.

IRS-Criminal Investigation will process the application packages as their regular duty permits. They are currently processing credentials for new hires and recent retirees. Retiree credential replacements will be processed as time permits. We have been assured that the process will be completed in weeks rather than months.

The submission steps described above must be followed. Any deviation will delay the processing of your application. If you have any questions, direct them to Gerard Dupczak at gdupczak@att.net.