

STAMPS SPECIFICATION (OCA)

Frontline Unit Stamps

- a. *Text Details*
 - i. Unit Code, Window No.
 - ii. Personnel Name
 - iii. Signature

- b. *Text specification*
 - i. *Font style: Arial*
 - ii. *Font size: 8*
 - iii. *Color: Black*

- c. *Sample*

Stamps with Names

IP W _____ RTadeo Signature: _____
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Units and number of stamps (Stamps with Names)

Passport Division Unit	Office Unit Code	Number of Stamps
Individual Processing	IP	17
Courtesy Lane (Processing)	CL	7
TOTAL		24

Stamps without Names

IPR W _____ Name: _____ Signature: _____

Units and number of stamps (Stamps without Names)

Passport Division Unit	Office Unit Code	Number of Stamps
Courtesy Lane (Encoding)	CLE	10
Individual Processing Relievers	IPR	8
Passport Enrollment Center	PEC	35
Passport Integrity and Fraud Management	PIFM	5
Releasing	RU	6
Special Concerns and Pending	PEN	7
Mobile Passporting Services	POW	10
TOTAL		81

Original Seen Stamps

- a. *Text Details*
 - i. ORIGINAL SEEN
 - ii. Date
 - iii. Name
 - iv. Signature

- b. *Text specification*
 - i. *Font style: Arial*
 - ii. *Font size: 8*
 - iii. *Color: Black*

- c. *Sample*

ORIGINAL SEEN
Date: _____
Name: _____
Signature: _____

- d. *Units and number of stamps*

Passport Division Unit	Number of Stamps
Courtesy Lane (Processing)	7
Individual Processing	17
Individual Processing Relievers	8
Passport Integrity and Fraud Management	5
Special Concerns and Pending	7
Mobile Passporting Services	10
TOTAL	54

Verification Stamps

- a. *Text Details*
 - i. VERIFIED
 - ii. Date
 - iii. Name
 - iv. Signature

- b. *Text specification*
 - i. *Font style: Arial*
 - ii. *Font size: 8*
 - iii. *Color: Black*

- c. *Sample*

VERIFIED
Date: _____
Name: _____
Signature: _____

- d. *Units and number of stamps*

Passport Division Unit	Number of Stamps
Courtesy Lane	3
Individual Processing	4
Mobile Passporting Services	2
TOTAL	9