

T C C
P R I N T I N G
& I M A G I N G

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What you can and cannot do
when it comes to
making copies

NEGOTIABLE INSTRUMENTS

The following materials can only be photocopied in black and white, single sided and must be reduced to 75% or enlarged to 150% of their original size:

Bonds
Check/Drafts
Gold Certificates
Internal Revenue Stamps
Money Orders
Paper Currency
Postage Stamps
Register Receipts and Tapes
Travelers Checks
Treasury Notes

IDENTIFICATION

The following items can only be copied in black & white:

Automobile Certificates and Title
Badges
Birth Certificates
Certificates of U.S. Citizenship
Diplomas
Driver's Licenses
Identification Cards
Immigration Papers
Parking Permits
Passports
School Transcripts
Transportation Tickets
Signatures

*Photo
Copies*