

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*