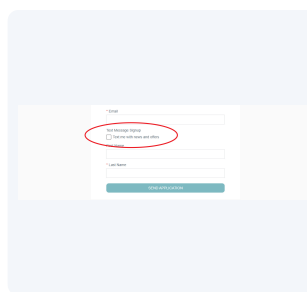


Digital e-sign method

Use Adobe Acrobat, Acrobat Reader, or similar PDF software with fill/sign tools.

1 Sign up to receive the DBIDS form

Use the signup link on the DBIDS web guide and enter your contact information. Opt in to text messages for the quickest approval notifications.



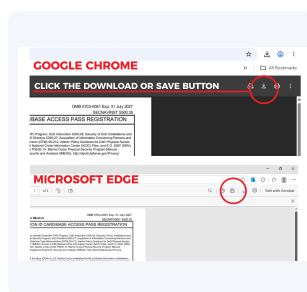
5 Add your electronic signature

Use Fill & Sign, Sign, or the equivalent tool to add your signature and date wherever required. Follow any organization-specific signature requirements.



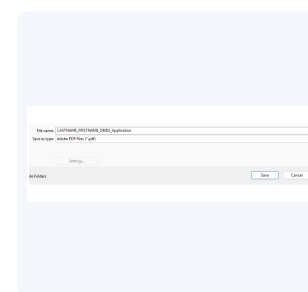
2 Download the DBIDS application

Download the current DBIDS PDF. Use Direct Download, or open it in the browser and save a copy to your computer. Work from the saved PDF, not the browser copy.



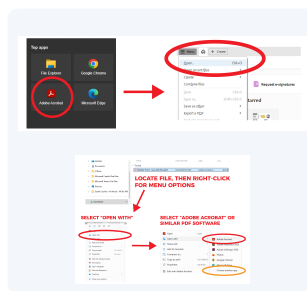
6 Save the completed application

Save the signed PDF with a clear filename and reopen it to confirm all entries and signatures remain visible. Example: Lastname_Firstname_DBIDS_Application.pdf



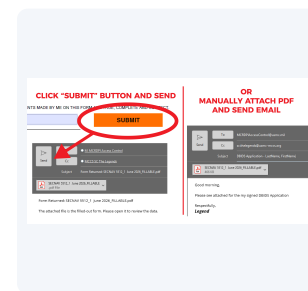
3 Open the PDF in PDF software

Open the saved application in Adobe Acrobat/Reader or similar software. If it opens in a browser, download it first, then open the saved file from your PDF application.



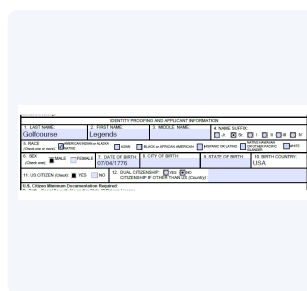
7 Submit your application

Email the completed PDF to MCRDPIAccessControl@usmc.mil and CC sc.thelegends@usmc-mccs.org. Subject: DBIDS Application - [LAST NAME, FIRST NAME]. You may also use the form Submit button if it opens your default email application.



4 Complete all required fields

Enter all requested information. Use the requested date format (DD/MM/YYYY), verify names/contact information, and make sure typed text is visible inside each field.



Before you submit

- ☐ All required fields are complete
- ☐ Required signatures and dates are included
- ☐ The PDF is readable and all pages are included
- ☐ Submission email and CC addresses are correct

To: MCRDPIAccessControl@usmc.mil CC: sc.thelegends@usmc-mccs.org

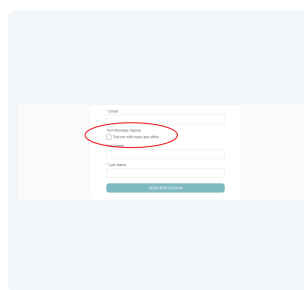
Print, fill, and scan method

Use this method to complete and sign a printed copy by hand, then scan it back to PDF.

1

Sign up to receive the DBIDS form

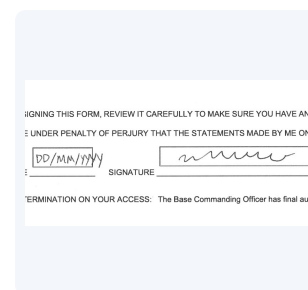
Use the signup link on the DBIDS web guide and enter your contact information. Opt in to text messages for the quickest approval notifications.



5

Sign and date required sections

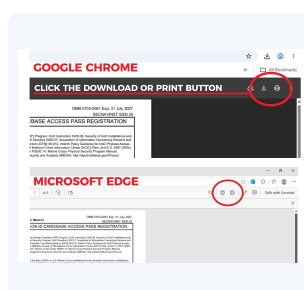
Add your handwritten signature and date everywhere required. Review the application for any additional initials or acknowledgements.



2

Open or save the application for printing

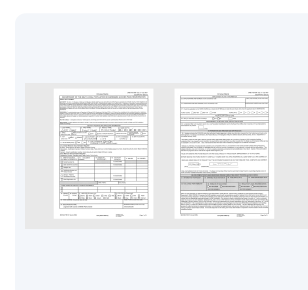
Open the current DBIDS PDF. Use Open in Browser to view it, and save a local copy if desired so the file is easy to find.



6

Scan completed pages and save as PDF

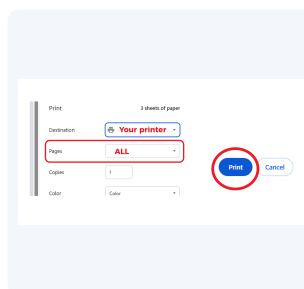
Scan every completed page into one clear PDF when possible. Keep pages upright, fully visible, in the correct order, and make sure signatures and dates are readable.



3

Print the complete application

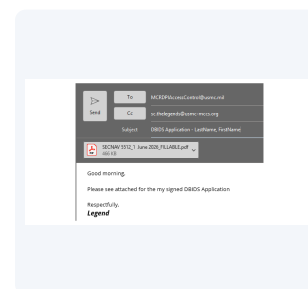
Print all required pages using normal page scaling unless other DBIDS instructions specify otherwise. Confirm the full page count before you begin.



7

Review and submit the scanned application

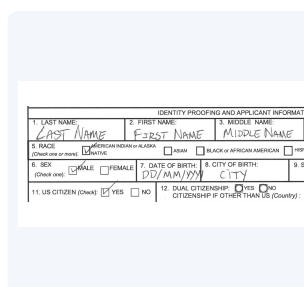
Open the scanned PDF and check every page. Email it to MCRDPIAccessControl@usmc.mil and CC sc.thelegends@usmc-mccs.org. Subject: DBIDS Application - [LAST NAME, FIRST NAME].



4

Fill out the application by hand

Complete all required fields clearly and legibly. Use black or blue ink only and follow any requirements for dates, initials, and corrections.



Before you submit

- ☐ All required fields are complete
- ☐ Required signatures and dates are included
- ☐ The PDF is readable and all pages are included
- ☐ Submission email and CC addresses are correct

To: MCRDPIAccessControl@usmc.mil CC: sc.thelegends@usmc-mccs.org