**Junior American Citizens Certificate Instructions for Printing**

Recognizing students for their winning contest entry is an important part of the Junior American Citizens Committee.

The JAC Certificate is available in pdf format and can be filled out and printed from your computer. However, you MUST follow these instructions:

* Print on #65 cream/ivory or white cardstock, 8 ½” x 11”.
* Print in all BLACK INK.
* Certificate has top margin of ½”. If your results are different, your printer setting may require adjustment.
* Use tab key to advance from one field to another; filling name of honoree, place, grade, contest category and name, JAC Chair Title, and date of presentation.
* Prepare a separate certificate for each member of a group. You may choose to add the group name also.
* Presented by should be the name of the chapter, state, or division. Chapters may choose to add the city and/or state of their chapter. States may add Name of State followed by JAC Committee.
* JAC Title should be the chair title (Chapter Chair, State Chair, or Division Vice Chair). The chapter or state may choose to have their regent sign the certificate. In this case, remember to change the title to Chapter Regent or State Regent.
* 8 ½” x 11” certificates are suitable for framing. Certificate folders are available for purchase from The DAR Store.
* Review each certificate before printing to ensure you have followed these instructions.
* It is most important that you follow these instructions. These certificates MUST be printed on good quality cardstock in order to look professional and respectful.
* You can print these instructions.
* Proceed to the certificate by clicking here.