Card Design Standard (CDS) Subcommittee Technical Advisor Application Form

AAMVA’s Card Design Standard (CDS) Subcommittee is seeking associate member subject matter experts in physical document security and card design to serve as technical advisors to the group. Advisors will serve the subcommittee through the completion of the projects listed below, or for a two-year term; whichever comes first.

**PURPOSE**

The subcommittee is currently working on two major projects:

1) Rewriting AAMVA’s Design Principles and Guidelines for Secure DL/ID Cards (last published in 2014); and

2) Updating ‘Annex B (normative) Physical Security’ of AAMVA’s DL/ID Card Design Standard (CDS) based on new technologies, advancements in counterfeiting, and other change requests received from the community.

Currently, the subcommittee does not have an ETA for publishing these documents. The intention is to publish them together to ensure they align and complement each other. Advisors will be called upon on an as needed basis to support the group by providing expertise and feedback during this process.

Please be advised that a limited number of applicants will be selected. Applicant selection will be based on skill set, familiarity, knowledge level, and interest; only qualified applicants will be considered. Interested parties must complete and submit this form.

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Title or Rank | Click here to enter text. |
| Agency or Organization | Click here to enter text. |
| Street Address | Click here to enter text. |
| City, Jurisdiction, Postal Code | Click here to enter text. |
| Work Phone Click here to enter text. | Email Address Click here to enter text. |

**APPLICANT QUALIFICATIONS**

|  |  |
| --- | --- |
| Describe your experience (including number of years) working with physical document security, card design, and Identity Fraud | Click here to enter text. |
| ***Please select one for each question below:*** | None | Fair | Average | Good | Advanced |
| Please rate your familiarity and understanding of AAMVA’s DL/ID Card Design Standard (CDS) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please rate your familiarity and understanding of AAMVA’s Design Principles and Guidelines for Secure DL/ID Cards | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please rate your level of knowledge on physical document security and authentication | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please rate your level of knowledge on DL/ID card design  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please rate your level of knowledge on Identity Fraud and Counterfeiting  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**APPLICANT INTEREST**

**What interests you most about serving as an advisor to the subcommittee? Provide a brief response below or attach a separate file:**

Click here to enter text.

**APPLICANT CONTRIBUTION**

**Please explain the value and contributions you feel you can offer to the subcommittee. Provide a brief response below or attach a separate file:**

Click here to enter text.

**APPLICANT RESUME**

**Please provide a brief summary of your relevant expertise below (or attach a separate file):**

Click here to enter text.

**APPLICANT EXPECTATIONS**

Applicants should ensure (to the best of their knowledge) that they have the availability and commitment to serve the subcommittee. Applicants must be willing and able to commit sufficient time both in and outside of scheduled meetings as requested by the subcommittee; this may include both in person and virtual meetings. Advisors will be selected and assigned at the individual level, not the company level; in the event the assigned advisor is unavailable or cannot serve, substitutions and replacements will not be permitted.

Advisors are required to make a good faith effort to actively participate. Active participation includes but is not limited to attending meetings, providing feedback/expertise as requested, and engaging in group discussions (offering knowledge, opinions, experience, and challenges). Advisors may be given writing, research, and outreach assignments as appropriate. It is expected that advisors who volunteer for this group will complete assignments in the amount of time agreed upon.

Technical Advisors must ensure that they are not representing their own interests and needs, but those of AAMVA’s jurisdictional members, and physical credential ecosystem as a whole.

**AGREEMENT AND SIGNATURE**

As applicant, I affirm that I meet the qualifications and am willing to serve if selected.

|  |  |
| --- | --- |
| Applicant Name (printed) | Click here to enter text. |
| Applicant Signature | Click here to enter text. | Date: Click here to enter text. |

**APPROVAL**

It is advised that you discuss your interest, and the participation requirements (stated above) with your leadership (as appropriate) prior to the submission of your application to ensure expectations are understood and you are afforded the support needed from your employer. **INCOMPLETE APPLICATIONS NOT BE ACCEPTED.**

**Please return the application to Member Services at** **committees@aamva.org** **no later than Friday, August 1st, 2025.**

**If you have any questions about the subcommittee, or this opportunity, please contact:**

**Mindy Stephens (****mstephens@aamva.org****) or Tim Roufa (troufa@aamva.org)**