

## PROCEDURES: Ordering Missionary Badges

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**The departmental unit, agency, or activity where the missionary will serve has the responsibility to order and pay for all Church-service missionary badges.**

The Deseret Manufacturing Sign Shop in Salt Lake City has the responsibility to produce badges for Church-service missionaries. It is preferred that departments use this in-house resource rather than having the badges printed at commercial shops or other Church entities. We have been assured by the Deseret Industries management that the turn-around time for completion of the badges will be less than one week.

The most efficient way to order is by requesting an electronic copy of the order form by e-mail from [turleydd@ldschurch.org](mailto:turleydd@ldschurch.org). When filling out the form, please include a personally created purchase order number as a reference or confirmation number. It would be helpful if this purchase order number included the order date and ordering initials. Please inform all departmental units you serve of this procedure.

May we remind you when the badges are prepared:

1. The badges are to show the name of the department but not include the word *department*. As an example, badges should say *Facilities Management*, not *Facilities Management Department*.
2. The Mission President directs the titling of badges for Church service missionaries serving in his mission office. However, it is suggested the department title or work title be the name of the mission and not include the word *missionary*. As an example, the title should be *Provo North Mission*, not *Church Service Missionary* or *Missionary Department*.
3. Additional graphics or lettering should not be added to localize the badge or try to create uniqueness requested in some cases.

Our senior presiding leaders wish us to have uniformity in this time honored identification resource. We trust these guidelines will assist in meeting these objectives.