



COURT OFFICERS ACADEMY NEW YORK STATE COURTS

Each recruit will be expected to bring with them on the first day of the Academy **1" IRON-ON BLOCK LETTERING**. (Both white and black lettering)

Specifically, you will need at least enough black lettering to spell your last name at least three (3) times, and enough white lettering to spell your last name at least two (2) times. The lettering is 1" block, no other font or font size is permissible. The lettering is available at most craft and art supply stores or it can be purchased via an on-line vendor. You may use any vendor you wish.

Below you will find an example of the **1" BLOCK** font:

A B C D E F
G H I J K L
M N O P Q
R S T U V
W X Y



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LETTERING APPLICATION INSTRUCTIONS FOR PT ATTIRE

The following instructions are to be followed without deviation:

- ** 1" Black letters shall be applied on grey PT t-shirt *only*.

- ** 1" White letters shall be applied to the navy blue sweatshirt *only*.

- ** The lettering shall be centered on the back of each garment.

- ** The top line on the lettering shall sit 3 ½" from the collar and the bottom line on the lettering shall sit 4 ½" from the collar.

- ** There shall be a ¼" space between each letter.

It is the responsibility of each recruit to make sure PT gear is clean, in good condition and available every single day of Academy training.

No Exceptions!