# College Administrative Offices

**Photo Identification Procedures**

At times, it will be necessary for the College to request documentation proving the identity of an individual seeking to perform a transaction at the College prior to the issuance of a College photo identification card. This may include registering as a new student, taking placement tests, or obtaining a College photo identification card.

Acceptable forms of photo identification for individuals who do not yet have a College ID card are:

- An unexpired United States passport or U.S. passport card
- An unexpired foreign passport
- An unexpired driver's license or non-driver ID card issued by New York State or another state within the United States, Puerto Rico, the U.S. Virgin Islands, or by the outlying possessions of the United States
- A current U.S. Military ID card, such as the Common Access Card or the Uniformed Services ID card
- A current U.S. permanent resident card (also known as a green card)
- A naturalization card or certificate of citizenship with name and photograph
- An employment authorization document (EAD) issued by U.S. Citizenship and Immigration Services (USCIS)
- A Tribal ID card with name and photograph
- Other valid (unexpired) photo ID issued by state or government agencies of the United States.


Unacceptable forms of photo identification include:

- Faxes, photocopies, or electronic images of any ID listed above under acceptable forms of ID Birth certificate
- Diploma
- Report card
- Social security card
- Bank card or credit card
- Organization or warehouse club membership card (YMCA, Costco, etc.)
- Temporary driver's licenses or learner's permits without photos
- Fishing or hunting licenses

**Student Identification Cards**

Pursuant to College policy, all students are required to obtain and carry a College photo identification ID card. The ID card is needed to access library and computer center services, and for use with the College's meal plan The College ID card must be presented in College offices in order to receive services. Schedule and locations of ID card stations can be found on the College website. Replacement

cards are available for a cost of $15. Once the semester begins, registered students without a College ID card will be billed a $30 card non-compliance fee and will be denied services until the card is obtained.

Photographs for ID cards are taken in the following locations:

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| **Ammerman** | Registrar's Office; Campus Activities |
| **Eastern** | Peconic Building, 1$^{st}$ Floor Information Desk |
| **Michael J. Grant** | North Cottage, Public Safety |