



NORTH CAROLINA

STATE BOARD OF ELECTIONS

**STUDENT ID
APPROVAL
FORM 2019-2020**

P.O. Box 27255
Raleigh, NC
27611-7255
Mailing Address

VoterID@ncsbe.gov
E-mail

(919) 814-0700 or
(866) 522-4723
Phone

(919) 715-0135
Fax

1 Information About Your Institution

This institution is a: Constituent Institution of the University of North Carolina *
 Eligible Private University or College Community College*
 Use Employee ID Approval Form for approval of staff IDs.*

From:

Name of Institution

Address

City, State, Zip

County

2 ID Card Requirements

The following requirements have been met and will not knowingly be violated with regard to student identification cards issued during the approval period:

- 1. The identification cards that are issued by the university or college contain photographs of students obtained by the university or college or its agents or contractors. **If the photograph used is not produced by the university or college or its agents, you must certify in detail the process used by the university or college to ensure the photograph is that of the student to whom the identification card is issued and must certify the process is designed to confirm the identity of the student to whom the identification card is issued. You must attach additional documentation to this form describing the process used if the photograph is not produced by the university or college or its agents.**
- 2. The photograph obtained is a frontal image that includes the student's face and represents a clear, accurate likeness of the student to whom the identification card is issued.
- 3. The identification cards are issued after an enrollment or other process that includes one or more methods of confirming the identity of the student using information that may include, but are not limited to, the social security number, citizenship status, and birthdate of the student.
- 4. Access to the equipment for producing the identification cards is restricted through security measures.
- 5. Misuse of the equipment for producing the identification cards would be grounds for student discipline or termination of an employee.
- 6. University or college officials would report any misuse of student identification card equipment they have knowledge of to law enforcement if G.S. 163A-1389(19) was potentially violated.
- 7. The university or college will provide copies of student identification cards to the State Board to assist with training purposes.
- 8. The college or university will provide to students who are issued the student identification card a copy of, or an electronic link to, a document developed by the State Board that details the information required by G.S. 163A-1145.2(a)(1)h.

For boxes 2 through 8, if you have any concerns about whether your institution meets any of the requirements, please attach additional documentation explaining the processes used.

3 Attestation

I have attached any required additional documentation to this form, if applicable.

I certify that the information provided on this form and any additional documentation submitted with this form are true and correct and that I am the Chancellor, President, or Registrar of the university or college.

X _____
Signature

_____ Date

X _____
Print Name

_____ Title

Please return completed form to VoterID@ncsbe.gov