

REMOTE SUBMISSION FOR A STUDENT IDENTIFICATION CARD

Submission Guidelines

Use the following guidelines when submitting an image to the NHTI Campus Safety Department:

- Use a current image. Look straight ahead with head centered and spacing around the head in image. Angled or side positioning of head will not be accepted.
- Do not use an existing image, an image where another person in image or cropping of an existing image.
- Photo must be taken in front of a solid color backing.
- Photos should be in good taste with no hand gestures or facial expressions other than smiling.
- Do not wear any head covering (hats, bandanas, sunglasses, headphones, earbuds, etc.)
- Do not submit an altered image or make alterations with any photo filters, alterations with “stamps” or changes to your appearance.
- Photos must be in a **.JPG format** to be accepted.
- Photos may be denied and asked to be retaken and resubmitted.

Submission and ID Processing

Submit image to NHTICampusSafety@ccsnh.edu from a **student CCSNH email address**.

Include:

- **“Photo ID Submission”** in the subject line.
- Include in the email your full legal name on file with NHTI and your student ID number.

Once processed:

- Student ID will be mailed to the Student’s current mailing address that is on file with NHTI Registrar’s Office.
- If a student wants the ID mailed to another address they will have to update their address change with the Registrar’s([Address/Name Change Form](#)) Office and make arrangements with Campus Safety.

Application of Building Access

Access will be applied to the ID under the Covid-19 [Building Access procedures](#) and reporting to on site work.

If you have any questions please contact the Campus Safety Department at (603) 230-4042 or by email at NHTICampusSafety@ccsnh.edu.

Updated January 7, 2021