

# REMOTE SUBMISSION FOR AN CCSNH/NHTI 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](mailto:NHTICampusSafety@ccsnh.edu) from a 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 ID number.

Once processed:

- If working on campus: ID will be delivered to your office.
- If working remotely: it will be mailed to the current mailing address on file with the NHTI Human Resources Office.
- If an employee wants the ID mailed to another address they will have to update their address change with the NHTI Human Resources 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](mailto:NHTICampusSafety@ccsnh.edu).

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