

<b>Procedure:</b>	Student Identification Card Procedure	<b>Procedure No.:</b>	SS8007.1
<b>Delegated Authority:</b>	VPSD	<b>Associated Policy Reference No.:</b>	SS8007
<b>Procedure Owner:</b>	Director Campus Safety & Security	<b>Responsible Party:</b>	Director Campus Safety & Security
<b>Approved:</b>	December 12, 2024		
<b>Revised:</b>			

## Purpose

The purpose of this procedure is detail the expectations of students regarding the use, replacement, surrendering and transferability of student identification cards.

## Statement of the Procedure

SUNY Broome identification cards are provided for appropriate identification use and access to buildings and services.

Students are eligible to obtain a SUNY Broome identification card after registering for classes. Issued by the Office of Public Safety, proof of identification and current class registration, along with providing a photo to be used on the identification card are required in order to receive a SUNY Broome identification card.

SUNY Broome identification cards are not transferrable and are valid through the printed expiration date as long as the holder continues their affiliation with the College. A student identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to the Office of Public Safety.

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by College officials and/or card readers used by the College. Replacement cards may be obtained at the Office of Public Safety, in accordance with posted fees.

## Related Policies

Identification Card Policy (SS8007)

## To Whom it Applies

This procedure applies to all registered students.