

Fall 2024 – Student ID Cards

INSTRUCTIONS

1. Students should email publicsafety@sps.cuny.edu
2. Attach your paid Bursar's receipt to the email.
 - a. Must be currently enrolled for the upcoming semester.
 - b. Must not have an outstanding balance on your student account.
 - c. If tuition will be paid through financial aid, pending financial aid must be posted to your student account covering the full cost of upcoming tuition.
 - d. If tuition will be paid through payment plan at least one payment must be posted to your student account.
3. Attach acceptable Identification document to the email.
 - a. Passport (unexpired or expired).
 - b. Driver license or ID card issued by a state of possession of the U.S. provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
4. Attach your photo to the email (review the ID Photo Guidelines on the following page).
5. Your email must include:
 - a. Name the College has on file (First, M, Last)
 - b. EMPL #
 - c. Address
 - d. Best contact phone number.

ID PHOTO GUIDELINES

There are several guidelines that you need to follow to ensure that your picture works with our system and also serves as an appropriate form of identifications.

Technical specifications

- The file that you submit must be a "jpg" file. Other formats will not be accepted.
- 700 pixels wide x 1000 pixels tall.
- File size cannot exceed 2MB.

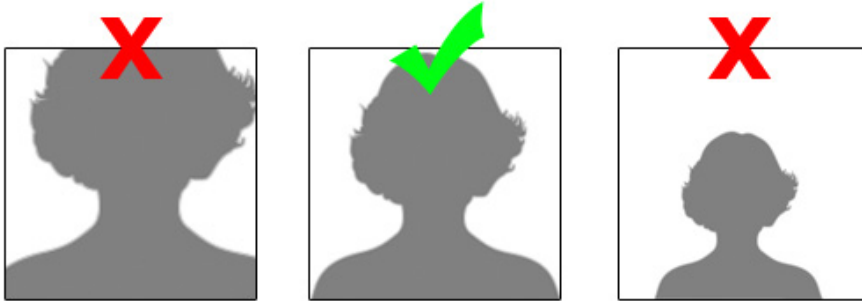
Photo specifications *(continues on following page)*

The photo must be:

- In color without any photo filters (black and white photo will not be accepted).
- A recent picture taken within the last six (6) months to reflect your current appearance.
- Photo must be taken indoors lighting in front of a plain, light color, solid background (white background work best).
- Taken with sufficient lighting that has no shadows.
- Have someone else take your photo (no selfies).
- Clear image of your face from shoulders up (No social media filters).
- Photo be full front view of your head and shoulder only with face filling 80% of frame.
- Photo must be cropped from just above the top of the head to middle chest.
- Do not retouch, enhance or soften photo.

Photo specifications *(continued from previous page)*

- You must be looking straight at the camera (no side profiles) with your eyes open and have a neutral facial expression (not smiling, frowning, laughing, crying, etc.).
- Taken in clothing that you normally wear on daily basis.
- One in which you are alone in the picture with no one else visible.
- No hats, head covering, or clothing that obscures the face (unless those items are worn daily for religious purpose, and in such case those items must not obscure any facial features).
- Free from glare on eyeglasses (dark glasses are not permitted unless you have a medical reason for them).
- This picture is for identification purposes. The picture must clearly identify you as a person.
- The subject's head and neck should be centered in the frame as shown below.

**Review and Approval Process**

Please keep this in mind when selecting your photo. Photos that do not meet the guideline rules will be rejected. Photo submission are manually reviewed before any ID are printed. If your photo cannot be used we will ask you to resubmit your photo.

Questions

Please contact publicsafety@sps.cuny.edu with any questions or concerns.