# Procedure 4.0115

**Beaufort County Community College Student/Faculty/Staff Identification Procedure**

Beaufort County Community College offers a student/faculty/staff Identification card. The ID card will be supplied at no cost with the appropriate documentation. Student identification cards will include student's picture, student ID number and an expiration date. ID cards will expire four years after date issued. ID cards are issued by the Beaufort County Community College Police Department or designated staff in Building 1 Room 203.

Documentation of American citizenship, social security number and date of birth must be provided to receive an ID that can be used as voter identification. Students requesting an ID card to be used for voter identification must provide the following documentation:

1. BCCC class schedule or receipt of payment for classes.
2. Proof of citizenship, date of birth, and social security number.
3. Some form of Picture Identification.

A Combination of Documents that will be accepted for item 2 above:

- Birth Certificate
- Social Security Card
- NC Driver's License
- NC Real ID
- Passport
- 1099 tax form
- W-2 form
- Pay stub with full Social Security number

Name must match identity documents or you must show proof of change of name.

Faculty and staff will receive an ID card after approval of Human resources. No additional documentation is required for employees.

Students that do not wish to use the student ID for voter ID may be issued a Student ID by providing a BCCC class schedule or Receipt of payment for classes and some form of picture Identification.

**References**

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| **Legal References:** *Enter cross references here* |
| **Cross References:** *Enter cross references here* |

**History**

**Leadership Council Review/Approval Dates:**

**Senior Staff Review/Approval Dates:** *07/12/2023*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*