

Student ID Card Request Form

PLEASE NOTE: Campus students are automatically issued BRIVO® Mobile Pass accounts for access through electronically-controlled campus doors. Students wishing to replace a previously-issued electronic access card will be issued a BRIVO® Mobile Pass account in lieu of a replacement access card. Students may use this form to request a non-electronic Student ID Card, issuance of a BRIVO® Mobile Pass account, or reactivation of a BRIVO® Mobile Pass account.

This form will be accepted via email only. Payment, if required, may only be made via Student Gateway or directly with Student Accounts. No form of physical payment is accepted on campus. **All students living within 30 miles of campus are required to pick-up their ID Card in-person. Your ID Card will be ready for pick up after approximately 7-10 business days.** In order to verify your identity, Pacific Oaks requires that you present another form of photo ID before we can release your ID Card. ID Cards will be mailed to the address provided on this form to students living more than 30 miles from the campus.

SECTION I: STUDENT INFORMATION

Name:			Student ID #:		
PO Email Address:				International Student? <input type="checkbox"/>	
Address:			City:		
State:	Zip Code:	Preferred Phone:			
Campus Location:		Pasadena	Online	Off-site Cohort	

SECTION II: STUDENT ID INFORMATION

Your first ID Card is complimentary. Replacement cards cost \$20 and will only be issued upon receipt of payment.

I am a New Student

Current or Returning Student

IF YOU SELECTED CURRENT OR RETURNING:

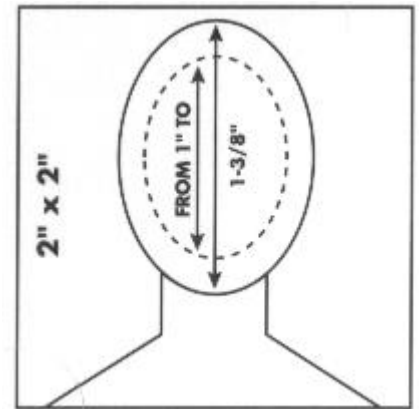
I am requesting To reactivate my BRIVO account (FREE)

To replace a lost or stolen ID card (\$20)

In order to expedite processing, we encourage all students to submit a photo in advance. Photos can be uploaded to this form by clicking on the image box below. Please use the following criteria when submitting your photo:

1. Your photo must be current.
2. Take your photo in front of a well-lit beige or white background – no patterns, objects, textures, etc.
3. Your photo must be a color portrait, directly facing the camera – no side or ¾ profiles.
4. Hats and sunglasses may not be worn.
5. Please save digital files as a JPG, JPEG, TIF, TIFF, or PNG format.
6. Hardcopy photographs will **not** be accepted due to the poor copying quality.
7. NO PHOTO FILTERS of any kind should be used in your photo.

Any blurry, grainy, or otherwise unrecognizable photos will be rejected, which may delay processing of your ID card.



SECTION IV: STUDENT ACKNOWLEDGMENT

By signing this document, I verify that the information provided above is true and correct.

Student Signature:

Date:

SECTION VI: PROCESSING (To be completed by the Registrar)

Registrar Initials:	Issued Key Code Number:	
Date Received:	Date Processed:	Pick-up Date: