



ID CARD REQUEST FORM

Please note processing times may vary and it may take up to 2 weeks for you to receive your ID Card. If you already have an ID card and require a replacement card, please fill out the Request for Replacement ID form. To process your request you need to attach a copy of your government-issued photo ID.

PART 1: STUDENT / STAFF INFORMATION

Student number: \_\_\_\_\_ Or Staff number: \_\_\_\_\_

Last Name(s): \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Previous Name(s) (If Applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(By signing you are certifying the authenticity of the attached photo)

PART 2: ID CARD PROCESS

In order to create your ID card, you will need to send us a photograph of yourself as well as a copy of your signature and a copy of your government-issued photo ID (driver's license or Passport). Both will appear on your card. For further information, please see the Photo and Signature Guidelines next page for examples of acceptable and

Once complete please forward this request form, along with the attached photo and signature to Registrar.Office@umanitoba.ca. If you are unable to email the request form please contact the Registrar's Office.

PHOTO AND SIGNATURE

PHOTO: Please include an attached photograph along with this request form. Please ensure the photograph is in a common file type (.JPEG, .PNG, .TIFF), and that the photo is an appropriate size.

Please ensure the photo is professional (NO selfies, hats, sunglasses, headphones etc.). The photo should be legible and taken in front of a plain background, in colour.

SIGNATURE: Please ensure the signature is legibly written in black ink. Signatures must be handwritten (NO typed or digital signatures).

You may include your signature as an attached file, or you may write it by hand in the adjacent box.

[Empty rectangular box for handwritten signature]

Signature (Do not touch edges of box)

Note on the collection of photo's and signatures:

Photos and signatures being collected will be used to confirm your identity when accessing University services and programs, interacting with staff and faculty, and accessing University facilities. For more information, please see the FIPPA statement at the bottom of the form.

PART 3: DELIVERY METHOD (FILL IN ADDRESS BELOW):

Standard Mail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Delivery problems arising from the provision of incorrect information are not the responsibility of the Registrar's Office.

Notice Regarding Collection, Use, and Disclosure of Your Photograph by the University

Your personal information, including your photo, is being collected under the authority of The University of Manitoba Act to create and provide you with your student identification card. Your personal information and ID card will be used to confirm your identity when accessing University services and programs, interacting with staff and faculty, and accessing University facilities. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204 474-7559), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

# PHOTO AND SIGNATURE GUIDELINES

Please see the guidelines below before submitting your request. If you have any questions or concerns regarding the guidelines, please contact [Registrar.Office@umanitoba.ca](mailto:Registrar.Office@umanitoba.ca) for assistance.

## PHOTOS

Any photograph you submit **SHOULD** follow the following guidelines:

- Clear, sharp and in focus.
- Eyes open and clearly visible.
- Face and shoulders to the camera, centered and squared.
- A solid coloured, neutral background.
- An image of your current appearance, taken within the last six months.
- Original photos that are not altered in any way or taken from an existing photo.
- You are allowed to smile!



Acceptable Photograph

Your photo will **NOT** be accepted if:

- It is not legible (blurry).
- The photograph does not look like you (based on your government-issued photo ID).
- You are wearing sunglasses, hats, earphones. (Unless you are wearing a headdress for religious purposes).
- The photo has been altered (filters, enhancements).
- It is not in front of a plain background.
- You are not looking straight towards the camera.
- It is not in colour.



Unacceptable Photograph

## SIGNATURES

Any signature you submit **SHOULD** follow the following guidelines:

- Clear, sharp and in focus (legible).
- Hand written.
- Written in black ink.
- Should be the same signature you sign documents with.
- Should match or be similar to the signature on your government issued photo ID.
- If being written in the provided space, it should not touch the edge of the box.



Acceptable Signature

Your signature will **NOT** be accepted if:

- It is not legible (blurry).
- It is a digital signature, such as a typed or Adobe Signature.
- It not written in black ink.
- It is not similar to the signature on your photo ID.
- It is not appropriate (not your name or preferred name)



Unacceptable Signature