



## REQUEST FOR REPLACEMENT ID

There will be a charge of **\$24.25** for a replacement card, unless the card is damaged or you are a staff member. You will also need to **forward a copy of your government-issued photo ID** in order for us to confirm your identity.

Please note processing times will vary and may take up to **2 weeks** for you to receive your ID. Please forward this request to [Staff.ID@umanitoba.ca](mailto:Staff.ID@umanitoba.ca).

### 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

### REASON FOR REPLACEMENT ID (SELECT ONE)

There will be a charge of **\$24.25** for a replacement card, unless the card is damaged.

- |   |  |
|---|--|
| <input type="checkbox"/> Lost   | <input type="checkbox"/> Did not attend for one or more years.     |
| <input type="checkbox"/> Damaged (Please attach a photo of the damaged card as verification). | <input type="checkbox"/> Stolen                                    |
| <input type="checkbox"/> Change of Legal Name.  | <input type="checkbox"/> Other (Please specify):<br>_____<br>_____ |
| <input type="checkbox"/> Preferred Name.  |  |

### DELIVERY METHOD (FILL IN ADDRESS BELOW)

- ☐ Standard Mail
- ☐ Courier  
(cannot courier to a PO BOX)  
Additional courier fees apply.
- \$20.00 Anywhere in Winnipeg
  - \$50.00 Anywhere in Canada / USA
  - \$100.00 International / Overseas

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

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

### PAYMENT OPTIONS (ONLY FOR ID CARDS BEING COURIERED)

Visa or MasterCard Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ Amount: \$ \_\_\_\_\_  
(Visa Debit is not accepted)

Card Holder's name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(as it appears on the card):

#### 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

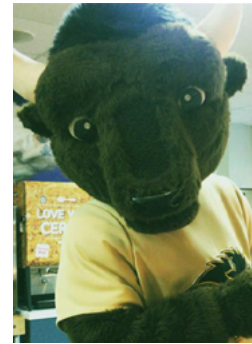


Your photo will **NOT** be accepted if:

- 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.



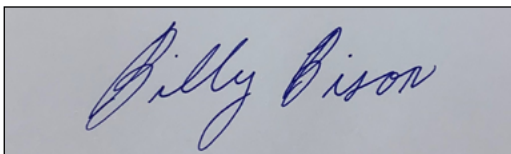
Unacceptable Photograph



## SIGNATURES

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

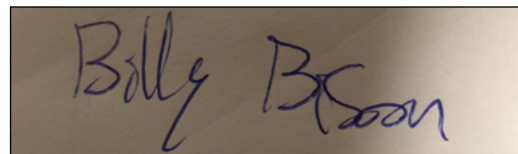
- Clear, sharp and in focus (legible).
- Hand written.
- Written in blue or black ink.
- Should be the same signature you sign documents with.
- Should match or be similar to the signature on your government issued photo ID.
- If being written in the provided space, it should not touch the edge of the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