

# Student Life & Leadership

## Faculty/Staff ID Card Request – Virtual Process

1. **SUBMIT** your request for a Faculty/Staff ID Card on Engage.

- a. Go to [MiraCosta.edu/Engage](https://MiraCosta.edu/Engage)
- b. Click FORMS on the Menu Bar



- c. Click [Faculty/Staff ID Card Request Form](#)
- d. The cost of your first ID card request is covered by the Human Resource Department. Duplicate ID card requests can be made with Faculty/Staff incurring the cost (\$6.00 per each additional request).
  - i. To **PURCHASE** your duplicate Faculty/Staff ID Card on SURF
    1. SURF> MCC Cashnet Payment>Financial Account tile>CASHNET> Add fees to buy id card.

2. **UPLOAD** a picture

- a. Before submitting your picture, please [review the picture requirements/guidelines below](#).
  - i. The subject should be centered in the photo and looking straight ahead at the camera.
  - ii. The photo should be framed horizontally from the shoulders to the top of the head.
  - iii. An uncluttered background is preferred.
  - iv. The photo should be in color (black and white images will not be accepted) and in JPEG format.
  - v. No hats, sunglasses, costumes, pets, hand gestures, props, filters, or scanned images are allowed.

3. **UPLOAD** proof of identification. Upload one of the acceptable forms or alternatives below:

- a. Driver's License, State Issued ID, or Passport (expired will be considered)
- b. Alternative forms that may be submitted for consideration may include but are not limited to:
  - i. High School ID Card
  - ii. High School transcript with picture
  - iii. Costco card with a picture

- iv. Bank or credit card with a picture
  - v. Photo from yearbook
  - vi. International ID
4. **UPLOAD** the MiraCosta College Request for Faculty/Staff ID Card Form
- a. To obtain the form, please email [HR\\_Department@miracosta.edu](mailto:HR_Department@miracosta.edu)
5. Your Faculty/Staff ID Card will be **MAILED** to the current address on file in SURF.
- a. Alternatives to mailing your ID Card
    - i. Add a comment to the request form (available after you submit the form) indicating you would like to schedule an appointment to pick up your Faculty/Staff ID Card.
    - ii. Email [SLL@miracosta.edu](mailto:SLL@miracosta.edu) to schedule an appointment to pick up Faculty/Staff ID Card at the Oceanside Campus.
    - iii. Add a comment to the request for (available after you submit the form) indicating you would like your ID card sent to your MiraCosta mailbox (indicated your MS#).
6. **QUESTIONS?** Please email [SLL@miracosta.edu](mailto:SLL@miracosta.edu)