



Identification Cards

Purpose

The purpose of this policy is to affirm the officially issued identification card (ID card) of Stephen F. Austin State University (SFASU) as the official identification for members of the campus community as well as other individuals required to confirm their identity and affiliation with SFASU, and also to provide information on how the ID card is issued, replaced, used, and managed.

Persons Affected

This policy applies to employees, students, University affiliates, and other individuals required to validate their relationship with the University to verify identity and manage access to University services and facilities.

Definitions

Authorized Representative: Any member of The University of Texas System (UT System) Board of Regents, any executive or administrative officer of the UT System Administration or UT System institutions, public safety officers, and any secondary delegate as determined by the rules promulgated by UT System or the University.

University facilities or premises: Any property owned by the University or which the University leases from another entity, on or off campus.

University ID card: The official University ID card which includes a recognizable facial photo and the cardholder's name and affiliation with the University. If the cardholder is an employee, the department name may also be included.

Policy

Individuals issued an ID card are expected to maintain possession and control of this card at all times and keep it in their possession while on University premises. Institutional representatives of the University may require presentation of an individual's University ID card while conducting duties for the University.

SFASU ID cards are the property of the university and must be shown and/or surrendered to any university official upon request. SFASU IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.

Procedures

A. Official Identification



1. The University recognizes the photo ID card as official identification for use of University services, facilities, and other purposes described in this policy.
2. Individuals issued the University ID card may have only one card in their possession. Lost cards are deactivated when reported.
3. Eligibility for an ID Card include:
 - i. Students enrolled and in attendance at the University.
 - ii. Employees full or part-time who are benefits-eligible.
 - iii. University affiliates authorized by a University department for a legitimate business or educational purpose and authorized to be on University premises unescorted and use University services and facilities for a specific period of time.

B. Issuance of ID Card

1. New employees and students will be issued an ID card upon appointment or enrollment at the University.
2. Valid picture ID (Driver's License, Passport, or Military ID) required.
3. Other individuals, such as visiting faculty, contractors, vendors or other non-University personnel, may be issued an ID Card with proper verification of identify and authorization from a University department's dean, director or above.

C. Intended use of ID Card

1. The ID Card is intended for use as visual and electronic identification, validation, and authentication credential for authorized access to services and facilities. The University's ID card is the property of the University and may be confiscated, deactivated, and/or invalidated by the University upon expiration of its intended use.
2. The ID card will be used to verify the identity of the bearer of the card while on University grounds. Upon request of an Authorized Representatives, an individual on University premises must provide their University ID card to establish their identification and affiliation with the University.

D. Loss of Eligibility

Individuals lose eligibility to use the University's ID card when they no longer qualify as a member of a category listed above. Upon an employee's loss of eligibility, the employee must surrender the ID card to their supervisor, Human Resources, or the ID Card Off.

E. Unauthorized Use of ID Card

1. The card is nontransferable. Only the person to whom the ID card is issued is eligible to use the ID card for authorized purposes.
2. ID cards must not be misused, defaced, modified, altered, tampered with, or deliberately damaged.
3. Any transfer, misuse, alteration, falsification, forgery, or fraudulent or illegal use of an ID card may result in the University taking disciplinary action.

F. Card Replacement

1. Lost or Stolen ID Card. Individuals who have lost their University ID card or have had it stolen should report it immediately to the ID Card office so it can be deactivated.
2. Other Causes for Replacement. ID Cards will be replaced for other reasons (broken card, name change, non-functioning electronic strip or bar code). Their original ID card, if in



possession of the individual, must be returned to the ID Card Office

3. If an ID card is found, it must be returned to the ID Card office in the Student Center.
4. Fees. The University will set requirements and fees for ID card issuance and/or replacement which may include an additional card penalty fee for multiple replacements within a certain period. Replacement costs are the responsibility of the individual and are due in full at time of replacement.

Related Statutes or Regulations, Rules, Policies, or Standards

Regents' *Rules and Regulations*, Rule 80101, Category of Facilities and Authorized Users

Responsible Executive

Vice President for Student Affairs

Forms

None

Revision History

September 1, 2023 (original)