



## PHOTO ID SERVICES

Photo ID cards are required for use of labs, library, and other services. Students are encouraged to get their photo ID card as soon as they register for classes, to avoid standing in long lines once instruction begins. Photo ID cards are issued at the Rancho Campus and at the Chino and Fontana Campus. Photo session is single-take only.

Photo ID services are available from 8:00 a.m. and up until 15 minutes prior to closing at Rancho, Chino, and Fontana. The Admissions and Records Office closes at 7:00 p.m. on Monday and Thursday, at 4:30 p.m. on Tuesday and Wednesday, and at 2:00 p.m. on Friday.

**NOTE:** Photo ID services are limited during the following peak times: Payment Deadline Week, Open Registration Week, and the First Week of Instruction.

To obtain a Chaffey photo ID card, you will need to show one of the following forms of identification:

- Driver's license
- Military ID card
- Current high school ID card
- State ID card
- Passport
- Other valid ID (subject to approval)

### **PHOTO ID RE-PRINTS**

- All Photo ID Re-print Requests are processed in the Admissions and Records Office at Rancho, Chino, and Fontana on Thursdays from 8:00 a.m. to 6:45 p.m.
- Re-prints can be processed any other day but students must pay an \$8.00 rush fee.
- A second photo ID (i.e. Driver's License, Passport, State ID card, etc.) is required for verification purposes for all Photo ID and/or re-print requests. NO EXCEPTIONS!