

# PHOTO ID CARD RE-PRINT REQUESTS

**NEW** (This is the student's first request for a photo ID card.)

- Photo ID services are available in the Admissions and Records Office at Rancho, Chino, and Fontana during regular business hours.
- There is no charge for a photo ID card.
- A second photo ID (i.e. Driver's License, Passport, State ID Card, etc.) is required for verification purposes for all photo ID requests. NO EXCEPTIONS!

**RE-PRINTS** (The photo ID system indicates that the student has previously requested a photo ID card.)

- All Photo ID Re-print Requests are processed in the Admissions and Records Office at Rancho, Chino, and Fontana only on **Thursdays** from 8:00 a.m. to 6:45 p.m.
- Re-prints may be requested on any other day, but the student 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 re-print requests. NO EXCEPTIONS!
- A student must be financially cleared (no financial holds) to request a Photo ID Re-print.