

CT State ID Card Procedures

Purpose

This procedure establishes the requirements for the issuance, use, and management of CT State identification (ID) cards. The CT State ID card serves as the official proof of identity for faculty, staff, and students, and is required for access to institutional facilities, services, and resources.

Scope

This procedure applies to all faculty (full-time, part-time, adjunct), all staff (permanent, temporary, student workers, volunteers, and accessibility assistants), and all enrolled students.

ID Cards Requirements

All CT State community members must have their CT State ID cards visibly displayed at all times when present on a CT State campus or facility. The ID card must be presented upon request by campus security or other authorized personnel. The ID card grants access to designated facilities, services (library, labs, dining), and secured areas. The ID card is non-transferable and may not be loaned, altered, or duplicated.

ID Cards Issuance

Faculty and staff will receive their CT State ID card upon hire, which will be coordinated by human resources. Students will receive their ID card upon initial enrollment and a current CT State registration/bill coordinated by their respective home campus and Campus Security Office. Workforce Development students enrolled in courses lasting two (2) weeks or longer will be required to have an ID card. All individuals must present a valid form of photo identification to obtain a CT State ID.

Lost, Stolen, or Damaged ID Cards

All CT State community members that have been issued a CT State ID card are responsible for ensuring their cards are kept in good condition, and free from damage. If an ID card is lost, stolen, or damaged, the individual must immediately report it to Campus Security and proceed to the same office where they were issued their ID cards to have it replaced. Any subsequent ID cards will be issued for a nominal fee of \$10. A valid form of photo identification and proof of enrollment or employment will be required to obtain a replacement.

Compliance and Enforcement of ID Cards

Campus Security must verify ID card use at access points and during security checks. Individuals without a valid CT state ID card may be denied access to facilities and services. Any misuse of ID

cards (e.g., falsification, lending to others) may result in disciplinary action under CT State and Board of Regents policies.

Deactivation of CT State ID Cards

All CT State ID cards for employees will be deactivated upon termination of employment. Student ID cards will be deactivated after four (4) consecutive semesters of non-enrollment. Workforce Development student ID cards will be deactivated 6 months after the completion of the program. The Office of Institutional Research and Enrollment Management will coordinate to verify students who have been unenrolled for four semesters and provide a list for ID card deactivation. ID cards associated with students identified as inactive will be deactivated accordingly to maintain accurate access control and institutional records.

CT State ID Cards Review and Updates

This procedure shall be reviewed every two (2) years by the Office of Compliance and Campus Security to ensure alignment with CT State policies, technology updates, and security needs.