

STOCKTON UNIVERSITY



PROCEDURE

Identification Card Replacement

Procedure Administrator: Bursar
Authority:
Effective Date: November 19, 2010; October 8, 2020
Index Cross-References:
Procedure File Number: 6417
Approved By: Dr. Harvey Kesselman, President

Students, staff and faculty should report lost or stolen identification cards online through Get.cbord.com/Stockton. There is a fee for replacement ID cards.

After reporting a lost or stolen ID card online, students should go to the Registrar's Office and complete the Student Identification Card Replacement form. Students may pay the replacement fee at the Bursar's Office, CC-202, or through fee assessment at the Registrar's Office. If payment was made at the Bursar's Office, students should bring the receipt to the Registrar's Office. Appropriate photo identification must be presented at the Registrar's Office before a new card will be issued.

After reporting a lost or stolen ID card online, staff and faculty members should go to the Office of Human Resources with appropriate photo identification and complete the Employee Verification for Lost or Stolen Electronic Access/Identification Card form. Staff and faculty should bring the approved Employee Verification for Lost or Stolen Electronic Access/Identification Card form to the Bursar's Office and pay the replacement fee. Once payment is made, staff and faculty should go to the lock shop for a replacement card.

Review History:

	Date
Procedure Administrator	06/29/2020
Divisional Executive	07/01/2020
General Counsel	09/17/2020
Cabinet	10/08/2020
President	10/08/2020