



To ensure the privacy of your academic information in accordance with FERPA (Federal Education Rights and Privacy Act) and the MN Government Data Practices Act, the college requires you to provide an acceptable form of photo identification to access education records and designated college services. It is important that you read and understand the following identification requirements. You will be asked to present a valid and acceptable form of ID each time you are requesting service from any department at the College. The Normandale staff has the sole discretion for determining the validity and acceptability of any ID presented. If you have questions about our ID requirements, please contact the Office of Admissions at 952-358-8201 or [admissions@normandale.edu](mailto:admissions@normandale.edu) in advance of the date you are planning to visit the campus. Information on how to obtain a Minnesota ID card is available at [www.dps.state.mn.us/dvs](http://www.dps.state.mn.us/dvs).

#### **All Identification must:**

- Be an original document – photocopied documents are not acceptable
- Bear the student's full name, in English language characters, exactly as it appears in our system
- Middle initials are optional and only need to match the first letter of the middle name
- Bear a recent recognizable photograph that clearly matches the student

#### **Acceptable forms of photo identification**

- MN (or other state) driver's license or state ID (current within the past two year if expired)
- US passport (current within the past two years)
- Military ID
- Current identification card (DD-1173-DD-214) issued by the US Department of Defense
- Valid, unexpired passport from a country other than the US
- Visa
- Permanent Resident Card
- Naturalization Card
- Certificate of Citizenship
- Federal Work Permit
- Tribal ID card
- Matricula Consular de Alta Seguridad (Consular Identification Card – CID)
- Tribal ID card
- Normandale Community College photo ID
- College photo ID from another MnSCU Institution
- MN high school student ID with student's name, photograph, date of birth or unique identification number (current within the past two years)
- Photo ID from a MN state facility of incarceration (current within one year)
- Unexpired color-photo permit to carry a firearm or concealed weapon issued by a MN police department or sheriff

#### **Examples of ID we do NOT accept**

- Any document that has been photocopied
- Any document that does not bear a recent recognizable photograph that clearly matches the student
- Any document that does not bear the student's full name, in English language characters, exactly as it appears in our system
- Any document that is worn, torn, scuffed, scarred or otherwise damaged in such a manner that it renders any part of the text on the ID card illegible or renders any part of the photograph as unrecognizable
- Employee ID/badge
- Yellow copy of renewal of state ID only without the original clipped photo ID
- Yellow copy of learner's driving permit
- Social Security card
- Birth Certificate
- Letters of identification written on behalf of the student or telephone calls to the College
- Photo IDs of parents or guardians
- Photos with student's name embossed or printed on the photo by the photographer
- School yearbook photos
- Report card or diploma
- Police report of stolen purse or wallet
- Traffic ticket, even with a physical description and signature
- Published individual photo
- Web page photo
- Missing child (Child Find ID) card
- Fitness center or shopping club ID
- Hunting or fishing licenses