

COLORADO COMMUNITY COLLEGE SYSTEM

PRESIDENT'S PROCEDURES

ACCEPTABLE IDENTIFICATION DOCUMENTS FOR IN-PERSON STUDENT TRANSACTIONS AND FINANCIAL AID VERIFICATION

SP 4-60

EFFECTIVE: November 13, 2008

APPROVED: November 12, 2008

REFERENCES: C.R.S. 24-72.1-102 Secure & Verifiable Identity Document Act
Family Educational Rights and Privacy Act (FERPA)

ISSUED BY:

Nancy J. McCallin, System President

Application

The procedure applies to the state system of community colleges.

Basis

The Colorado Community College System (CCCS) identification documents procedure sets student records practice in compliance with FERPA.

Process

For each in-person student services transaction students are required to present an acceptable identification document before any action is taken. Examples of services transactions include but are not limited to those listed below.

1. Issuing of student identification cards
2. Financial Aid verification
3. Registration transactions
4. Transcript requests and releases
5. Cashier transactions
6. Testing services
7. Release of any part of the student record as defined by FERPA

Valid Identity and Verification of Age Documents (may differ from Lawful Presence documentation)

1. Colorado driver's license
2. Colorado identification card
3. A valid U.S. Passport

4. Out-of-State driver's license
5. Foreign passport w/photo
6. Military ID/Common Access Card
7. Cert. of Naturalization w/photo
8. Cert. of Citizenship w/photo
9. Valid I-551
10. Valid EAH/Temporary Resident
11. Refugee/Asylee I-94 w/photo
12. BIA identification card w/photo
13. VA Card w/photo

Valid Proof of U.S. Citizenship Documents

1. A valid U.S. passport
2. Certified U.S. birth certificate
3. Report of Birth Abroad (Form FS-240)
4. Certificate of Citizenship or Naturalization from USCIS