



OFFICE OF CAMPUS SAFETY

100 Campus Circle
Owings Mills, Maryland 21117-7803

SUID Card Instructions and Photo Guidelines

Please read this entire document before submitting your SUID card request.

What you will need before you can submit your request:

- Your SUID number.
- Colorized headshot photo. (see attached page for more details)
- Photo or scanned copy of your state or government issued photo ID. (see below for more details)
- Your current mailing address.

Steps for your SUID card request:

1. Start an email to the ID Photo Staff at IDPHOTO@stevenson.edu.
2. The subject line of your email must contain your SUID number.
3. The body of your email must include the reason you are requesting your SUID to be mailed and your current mailing address.
4. You must attach your colorized headshot photo and photo/scanned copy of your state or government issued ID to this email.
5. Finally, send the email to IDPHOTO@stevenson.edu. You will receive a conformation email once a staff member has reviewed your request and your SUID card has been processed. If your request is denied, you will receive an email stating what information must be corrected or included for your request to be processed.

State or Government Issued Photo ID

In an effort to prevent fraudulent SUID cards, Stevenson University requires that all requests be accompanied with a photo or scanned copy of a state or government issued photo ID that belongs to the SUID card holder.

The form of ID that is submitted, must be valid and in-date. Expired forms of ID will be denied.

Examples of state or government issued photo ID's can include: Passport, Driver's License, State Issued Photo ID, Military Photo ID, Military Dependent Photo ID, etc.

Questions:

If you have any questions or issues regarding your request for an SUID, please email IDPHOTO@stevenson.edu.



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Colorized Headshot Photo Guidelines

Stevenson University adheres to the guidelines and regulations commonly used by the U.S. State Department for passport photos. For questions, please contact IDPHOTO@stevenson.edu.

- Must be a colorized photo, taken in the last six (6) months.
- Must be a clear image of your face. Do not change your photo using computer software, phone apps or filters, or artificial intelligence.
- Glasses are not permitted in the photo.
 - If you are unable to remove your glasses for medical reasons, submit a signed note from your doctor with your email request.
- Hats or face/head coverings are not permitted in the photo.
 - If you wear one for religious purposes, submit a signed statement that says it is religious attire worn daily in public with your email request.
 - If you wear one for medical purposes, submit a signed doctor's statement that says you wear it for medical purposes with your email request.
- Jewelry and facial piercings are permitted as long as they do not hide your face.
- Photo should be taken while wearing clothing normally worn on a daily basis. No camouflage attire.
- Background should be plain white or off-white in color.
- Photo should be high resolution. Cannot be blurry, grainy, or pixelated.
- Recommend to have someone else take the photo. Selfies may be denied.

Examples of Lighting:



Examples of Background:



Examples of Size and Position:

