Purpose:

Students, faculty and staff are eligible to receive a PantherCard from a designated location on campus, once certain criteria are met.

Definitions:

Card Number: The 14 digit number printed on the back of the PantherCard.

ID Works: The software used for producing PantherCards at Palm Beach State College.

PantherCard: The primary form of photo identification for Palm Beach State College faculty, staff and students.

External Individual: An individual who is not a College employee but has responsibilities that will require him/her to be on campus on a regular basis.

Government-Issued Photo ID: ID must not be expired. Acceptable forms of ID include:

- Driver's License
- State Identification Card
- Passport/Visa
- Permanent Residence Card

Responsibility:

Student: Completes a credit or non-credit application to the College and then visits a PantherCard carding location to obtain a PantherCard.

Faculty/Staff: Completes all necessary paperwork with Human Resources and then visits a PantherCard carding location to obtain a PantherCard.
**Human Resources:** Completes data entry of all new employees in PantherNet.

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**PantherCard Office Staff:** Responsible for reviewing the government-issued photo ID and then issuing a PantherCard.

**Procedure Details:**

1. The student or staff member arrives at a designated carding location and presents a valid form of **photo ID**.

2. The PantherCard Office representative locates the record in ID Works and verifies that the information matches the ID provided.
   
   a. Students under the age of 18 who do not have any form of identification may have their parent/guardian complete a **Proof of ID for Minors form** in place of photo-ID and submit it with a copy of a valid photo ID from the parent/guardian.

3. If this is the first card, a photo is taken and the card presented to the student or staff member.

4. For students, if this is not the first card, the PantherCard Office representative will determine if the replacement fee is due. The following are the scenarios where a **replacement fee** will not be charged:
   
   a. Student name change
   
   b. Student has not been enrolled in over 2 years
   
   c. Card was stolen and police report presented
   
   d. Student ID number changed.
   
   e. Student has an “old” card number that does not begin with 249.
   
   f. Free carding day (one day/semester)

5. Staff members are not charged for replacement cards.

6. All those receiving a PantherCard receive a copy of the **PantherCard Terms and Conditions** with their cards.
References:

PantherCard Carding Locations:

http://www.palmbeachstate.edu/panthercard/panthercard-locations.aspx

PantherCard Requirements:

http://www.palmbeachstate.edu/panthercard/PantherCardrequirements.aspx

PantherCard Replacement Criteria:

http://www.palmbeachstate.edu/panthercard/replacement-criteria.aspx

PantherCard Terms and Conditions:

http://www.palmbeachstate.edu/panthercard/terms-and-conditions.aspx

Proof of ID for Minors Form:

http://www.palmbeachstate.edu/panthercard/Documents/proofofidforminors.pdf