PROCUREMENT
PROCEDURE MANUAL

TITLE: PantherCard Photo Removal

NUMBER: PRO-AUX-005
VERSIO: 01

ISSUED DATE: 2/2/2015

REVISED DATE: 2/2/2015

➢ Purpose:

There are conditions whereby a photo may be removed from the PantherCard record. The following procedure clarifies that procedure.

➢ Definitions:

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

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

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:

Auxiliary Services & College Card Specialist: Upon request, will review photo to determine if it meets standard acceptable photo criteria.

Manager of Auxiliary Services: Upon request, will review photo to determine if it meets standard acceptable photo criteria.

Student or Staff Member: Returns to bookstore or other carding location to obtain a new photo upon request.
Procedure Details:

1. The PantherCard office is notified that an inappropriate photo may be present on a student or staff PantherCard.

2. The Manager or Office specialist will review the record and determine if the photo meets one of the following conditions for removal:
   a. The photo is determined to not be of the person of record.
   b. The photo does not meet the guidelines for appropriate photos as recommended by the [US Department of State for passport photos](http://travel.state.gov/content/passports/english/passports/photos/photos.html).

3. If the photo meets the conditions for removal, the following steps will be taken:
   a. The photo will be removed and replaced with a notice to contact the PantherCard Office for more information.
   b. The student or staff member will be contacted via institutional email to go to the bookstore or other carding location within 10 business days to obtain a new card.
   c. The removed photo will be retained (in digital format) by the PantherCard Office in a secured location for reference.
   d. A log of all photos removed will be maintained.
   e. If a new card is not obtained within 10 business days, the student or staff member’s card will be marked as inactive and sent a second notice to comply.

References:

PantherCard Locations:

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

US Department of State Passport Photo Guidelines:

http://travel.state.gov/content/passports/english/passports/photos/photos.html