Kapi'olani Community College
STUDENT ID APPLICATION

For Office Use Only	
Paid	Initial

READ & FILL OUT COMPLETELY

Name: _____
Last First Middle Inital

Current Address: _____
Apt City Zip Code

UH Number: _____ E-Mail: _____ **@ hawaii.edu**

Attention: Your Social Security Number is not your UH Number. Read and follow these directions.
The UH Number is listed on your registration receipt as your Student ID. If you do not have your registration slip go to **http://www.hawaii.edu/account** & log on with your UH username & password.

Current Term: (select one) ☐ FALL ☐ SPRING ☐ SUMMER

Is This Your First KCC ID? ☐ YES ☐ NO

Please read the KCC ID card policy and sign your name & date before submitting form.

1. Any holds or financial obligations, including tuition and fees must be cleared before an ID card will be issued.
2. Staff reserves the right to request current registration slip or a printed "Account Summary" for online payment.
3. Present the application along with a current photo ID (e.g. driver's license, State ID, Military ID, U.S. or foreign passport, etc.) to the ID attendant. Please not that non-U.S. government issued ID's, other than passports are **NOT** accepted.
4. Applicants with sunglasses, hats, caps, bandanas, etc. will need to remove them before taking their photo.
5. We reserve the right to refuse issuing to an ID card to any person who does not comply with these requirements.

All identification cards issued by the Access Services Department are the property of Kapi'olani Community College. The ID card is for the cardholder's personal use only. Therefore, services covered by this card are not transferable to other idividuals. The holder's ID card must be presented or surrendered upon requested by any officer or authorized employee of the University of Hawaii System.

A $5.00 replacement fee will be assessed for lost, stolen or mutilated cards. An ID card will be considered mutilated if it is perforated (hole punched), bears unauthorized markings, or affixed with any other stickers other than the U-Pass.

Students leaving KCC are not required to turn in their current ID card. Since students receive only one ID card no matter how long they are at the KCC, you will be expected to present your ID if you **EVER** return.

Students must validate their ID cards every semester after their tuition and fees are paid.

Your photo will be kept on file in an electronic database in the KCC Library System.

This ID card is also your KCC Library card. By signing this form you are hereby agreeing to conform to the University of Hawai'i's Library polices. For more information go to http://library.kcc.hawaii.edu/main/services_info/circ_policy.html

I have read and understand the Kapi'olani Community College ID Policy & I have provided factual information when filling out this form.

_____ _____
Signature of Student Date