

Send Us Your ID Photo

If you want to fast track the experience and have your [CSC Smartcard](#) ready when you come to campus, email a photo of yourself and a copy of your government or school issued ID to cssafety@colby-sawyer.edu from your CSC email account.

Acceptable forms of identification include (only one required):

- High School ID Card
- Driver's license or State ID
- US or foreign passport
- Military ID
- INS I-1551 resident alien card

CSC SmartCard Photo Requirements

In order to create a CSC SmartCard for you, we'll need your photo to meet the following criteria:

- Must have a plain background - no other people or objects in photo.
- Must be in color (black and white photos will not be accepted.)
- Sufficient lighting with no shadows.
- Must be a full front view of your head and shoulders only with face filling at least 80% of frame.
- Cropped from just above the top of head to collarbone.
- Do not retouch or otherwise enhance or soften photo.
- You must be looking straight at the camera (No side profiles).
- No hats or sunglasses.
- This picture is for identification purposes. The picture must clearly identify you as a person.
- The file must be in .jpg or .jpeg format. Other formats will not be accepted.

- File size cannot exceed 2MB.

Review and Approval Process

This photo will be your CSC SmartCard picture for your first two years at Colby-Sawyer. Please keep this in mind when selecting your photo. Photos that do not meet the guidelines set forth above will not be used. Photo submissions are manually reviewed before any IDs are printed. If your photo cannot be used we will ask you to resubmit your photo or we will take your photo during student check-in.

Once Campus Safety has reviewed and accepted your photo submission, you will be unable to submit any changes. The Campus Safety Operations Manager will prepare your CSC SmartCard on a first come, first served basis. Your card will be mailed to the home address we have on file unless you provide a different mailing address in the email you send us with your photo. We hope to get your new CSC SmartCard to you within 14 days but appreciate your understanding if it takes us a little longer.

For students who do not submit an approved photo

If you submit a photo that does not meet our guidelines, then we will delete the photo and e-mail you to let you know why we are unable to accept that image; we will invite you to submit a different photo. If you are unable to submit a photo that meets our guidelines, then we will take your picture when you arrive on campus and print a card for you at that time.