

Procedure For Distant Education Faculty/Staff and Students To Obtain ID Cards Remotely

This procedure applies to all George Mason University departments. The university shall follow with respect to all University students, staff, and/or faculty who are enrolled in a Mason course, or are employed by Mason, and who cannot come to a designated Mason campus to receive an ID card.

Students, Faculty and/or Staff who require a Mason ID Card and, who are NOT able to present themselves at one of the three Mason Card offices for the photo verification process may complete the procedure that includes:

1. Student, Staff, and/or Faculty member contacts Mason Card office by telephone or e-mail to request an ID card, and state their inability to come to a Mason Card office.
2. The requesting party provides a jpeg photo that meets the requirements of the Mason Card Office as instructed by the Mason Card office designated contact (usually sent per e-mail).
3. The requesting party provides the name and address of a public notary in their region who has agreed to verify the identity of the requesting party:
 - a. The Mason Card office designee will complete all necessary documentation related to issuing the ID card.
 - b. The Mason Card office designee will create the Mason ID card using the jpeg photograph provided by the requesting party.
 - c. The Mason Card office designee will send the Mason ID Card, instructions, and a verification of receipt of card to the public notary of record via certified mail.
 - d. The notarized verification of witnessed signature of the requesting party will be received and maintained by the Mason Card office designee on the Fairfax campus.
4. The costs to the requesting party include:
 - a. cost of certified Letter
 - b. cost of notary
5. Public notary shall verify the card holder is the person receiving the Mason card using the requesting party's:
 - a. valid passport
 - b. valid driver's license or state identification card
 - c. valid military identification card
 - d. Photocopy of the validating ID shall be sent to the Mason Card Office with the notarized cover letter.