

To obtain a Classified Staff or Faculty employee new RFID Photo ID card, please send the following documents to ccsfid@ccsf.edu

1. Indicate that you are a Classified Staff employee or Faculty employee. For Faculty employee, you need to provide your preferred title: Professor, Instructor or Faculty (Faculty is the default.).
2. PHOTO ID (Driver's License, state-issued ID; Permanent Resident Card or Passport).
3. A current headshot picture with plain and white or off-white background, and free of shadows.

***Note:** Since the CCSF mail service has come back full time, would you like us to mail your new RFID Photo ID card to your current office mail box (Please provide) or to your current home address on file via Standard USPS delivery times will apply?*

Photo Basics

1. Submit a color photo, taken in the last 6 months
2. Use a clear image of your face. Do not use filters commonly used on social media.
3. Have someone else take your photo. No selfies.
4. Take off your eyeglasses for your photo.
5. Use a plain white or off-white background.

