



Student Life & Leadership

Faculty/Staff ID Card Request – Virtual Process

1. **SUBMIT** your request for a Faculty/Staff ID Card on Engage.
 - a. Go to MiraCosta.edu/Engage
 - b. Click FORMS on the Menu Bar

 - c. Click [Faculty/Staff ID Card Request Form](#)
 - d. The cost

- iv. Bank or credit card with a picture
 - v. Photo from yearbook
 - vi. International ID
4. **UPLOAD** the MiraCosta College Request for Faculty/Staff ID Card Form
- a. To obtain the form, please email HR_Department@miracosta.edu
5. Your Faculty/Staff ID Card will be **MAILED** to the current address on file in SURF.
- a. Alternatives to mailing your ID Card
 - i. Add a comment to the request form (available after you submit the form) indicating you would like to schedule an appointment to pick up your Faculty/Staff ID Card.
 - ii. Email SLL@miracosta.edu to schedule an appointment to pick up Faculty/Staff ID Card at the Oceanside Campus.
 - iii. Add a comment to the request for (available after you submit the form) indicating you would like your ID card sent to your MiraCosta mailbox (indicated your MS#).
6. **QUESTIONS?** Please email SLL@miracosta.edu