

YOU CAN NOW GET YOUR SMC EMPLOYEE ID CARD WITHOUT COMING TO CAMPUS!

Contact the Cashier's Office (cashier@smc.edu) from your SMC email account and include ALL the following requirements in one email:

1. An identifiable passport-style photo of yourself.



PLEASE, NO HEIC OR PDF FILES (JPEG ONLY).

2. An identifiable photo of your VALID government issued State ID, Driver's License or Passport, so we may verify your identity.



PLEASE, NO HEIC OR PDF FILES (JPEG ONLY).

Please send the photos as **SEPARATE** attachments in the email.

3. Your FULL name.
4. Your SMC Employee ID number.
5. Department which you work for.
6. Your assignment/starting date (**New employees only**).
7. Address you would like your SMC ID mailed to (or if you would like to pick it up).

Once the Cashier's Office has received, reviewed, and verified your pictures and information, your SMC ID card will be created and sent to the mailing address of your choice. You may also choose to pick it up in person from the Cashier's Office.

*** Be advised, this procedure may soon change once our new SMC ID card system begins. ***