

## Western Michigan University Bronco ID Center Policy

All photos are subject to approval by the **Western Michigan University Bronco ID Center**.

- Sunglasses or other wear which obscures the face is not acceptable unless required for medical reason, (an eye patch, for example).
- The subject's expression should be natural, with both eyes open.
- A full face view is the only acceptable picture that will be accepted.
- Applicants must face forward with all articles and objects out of view. The picture must be of the head and shoulders only.
- Any special request must be submitted to the Bronco ID Center in writing. Please include name, ID and address. Subject will be notified by mail of management's decision.
- If the subject requests a preferred first name on their Bronco ID card, the preferred name will be placed on the front of the card with their legal last name. The subject's legal first and last name will be placed on the back of their card.

### **BRONCO CARD FEES ARE AS FOLLOWS:**

FIRST CARD.....	FREE
REPLACEMENT.....	\$30.00
CONFISCATED CARD.....	\$35.00
AFFILIATES CARD.....	\$30.00

### **WE TAKE CASH, CREDIT OR DEBIT ONLY**

Re-takes at a subjects request will be subject to the \$30 replacement fee.

Revised 06/15