1. Purpose
The College of William & Mary issues photo identification cards (Tribe Cards) to faculty, staff, students and other affiliated individuals to verify identity. The Tribe Card provides access to various College services and facilities. Individuals officially recognized as being affiliated with the institution are expected to maintain possession and control of their Tribe Card and related credentials at all times and to have them in their possession when on the College premises. The College may require presentation of the photo identification in conducting their duties for the university.

2. Scope
This policy applies to all individuals who use the services and facilities of the College of William & Mary and are affiliated with the institution. This includes but is not limited to faculty, staff, retired faculty, emeritus faculty, enrolled students, and affiliates who are required to show their affiliation with the institution and to identify themselves to obtain those services.

3. Official Identification Card

1. The official identification card of the College is known as the “College of William & Mary Tribe Card”. The college issues one photo identification card to individuals officially recognized as being affiliated with the institution. These include:
   a. Student - all students enrolled and in attendance at the College

The College of William & Mary
b. Faculty/Staff - all faculty and staff members with a full- or part-time appointment, and emeritus faculty with an active appointment

c. Affiliates - visiting scholars, researchers, consultants, vendors, contractors and other affiliated personnel who are authorized to be on the College premises unescorted and authorized to use the services and facilities of the College under sponsorship of a department.

2. The Tribe Card contains a photographic and an electronic identification as well as authentication and access credentials. These credentials provide the College with a mechanism for identity verification, electronic validation, authentication and verification of authorized access to services. In the interest of public safety and security, no person will be issued an identification card without a recognizable photograph or digital image.

3. Identification information and photos collected for the production and use of the card may be used by the College to support the safety and security of campus resources and to support the mission of the College.

4. The Tribe Card and associated identification data, photo image and access credentials are the property of the College of William & Mary and is non-transferable. It may be confiscated, deactivated and invalidated upon expiration of intended use, any misuse, forgery, or alteration.

5. Faculty and staff Tribe Cards must be returned to Tribe Card Services, the direct supervisor, or Human Resources upon termination of employment. Affiliate Tribe Cards must be turned in to the sponsor or other appropriate administrative contact person upon conclusion or termination of the College affiliation.

6. Upon request of a member of the College of William & Mary Police department or any officer of the College, an individual on College premises may be required to provide information and documentation to establish their identification and affiliation with the College. The Tribe Card is an official identification document used to verify the identity of the bearer of the card. It is at the discretion of the requester as to whether another form of identification is required.

7. The Tribe Card is subject to surrender upon the request of the College at any time.

4. Issuance

1. New Faculty, staff and students will be issued a Tribe Card upon appointment or enrollment at the College of William & Mary.

2. Other Individuals may be issued a Tribe Card upon proper verification of identity and sponsorship of a College department. Vice Presidents, Deans, Directors, Associate Directors, and Department Chairs are responsible for sponsoring visiting scientists, contractors, vendors and other non-university personnel who are authorized to be on university premises or require electronic credentials to use College services. Information on how to request an Affiliate or Contractor card can be found on the Tribe Card Services website.

3. No person will be issued a Tribe Card until the identity of the individual is verified. Acceptable identification documents include a current government issued driver’s license, passport, or military identification that includes a photographic or digital image. Expired or damaged documentation will not be accepted. Identification documents must be presented to Tribe Card Services at the time of the card issuance.

The College of William & Mary
5. **Lost Cards/Card Replacement**

1. Tribe Card Services is the sole determining body whether to assess fees associated with issuing a replacement card.
2. Fees will be waived when a replacement card is issued for the following reasons:
   a. Worn or defective cards. Cards that are in good condition (e.g., no signs of negligent care or scratches) but are unreadable will be replaced at no cost.
   b. Name Change: Cards must be replaced if a cardholder has a legal name change. If a faculty or staff member has a legal name change, that individual must report the change to Human Resources. If a student has a legal name change that individual must report the change to the Registrar. After the name change is recorded with the appropriate entity, a replacement card can be issued.
3. A $23 replacement fee will be assessed for the following reasons:
   a. Lost Cards: Lost cards should be reported immediately online at tribecard.wm.edu or to Tribe Card Services office 757-221-2105 or Campus Police 757-221-4596. Upon notification, the card will be deactivated and all access and privileges will be disabled. The disabling of a lost card is permanent and irreversible.
   b. Broken, damaged and abused cards: Cards may not function if they are broken or damaged, or if the magnetic strip is nicked or scratched. The broken or damaged card must surrendered to Tribe Card Services at the time the replacement card is issued.
4. If an individual requests a new Tribe Card for personal reasons, or any reason beyond what is stated above, the replacement costs are the responsibility of the individual.
5. If a replacement Tribe Card is necessary for any reason, the original card, if in the possession of the individual, must be returned to Tribe Card Services.
6. Only the latest card printed is valid, no exceptions.

6. **Unauthorized Use of Official Identification**

1. The Tribe Card is not transferable. The Tribe Card may only be used by the person to whom it was issued and may only be used for authorized purposes. Any transfer, alteration, falsification, or forgery of a Tribe Card may result in appropriate disciplinary action. Tribe Cards will be confiscated if presented by someone other than the cardholder or if the card is involved in inappropriate or illegal use. Fraudulent or illegal use of the Tribe Card may result in disciplinary action and criminal charges.
2. Any use of the Tribe Card for W&M Express funds must fully comply with the [W&M Express Guidelines](#).
3. If a lost Tribe Card is found, it can be returned to the Tribe Card Services office or Campus Police.
4. Tribe Cards shall not be defaced, modified, altered, changed, tampered with or deliberately damaged. Misuse of the Tribe Card will be considered a violation of the College of William & Mary Honor Code.

7. **Authoritative Source**

The authoritative source on this policy and responsibility for its implementation rests with the Tribe Card Services & Auxiliary Services

*The College of William & Mary*
8. For Assistance

Contact the Tribe Card Services Office at 757-221-2105.

9. Revision History

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10. Approvals

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