

Safe distance procedure for issuance of Photo ID cards:

In person visit:

When at the door please dial 973.642.7190 for instructions.

- A table has been placed at the entrance of the office. You will be ask to enter the office when your photo ID card is ready to collect it from the table. **IMPORTANT: We are asking visitors to maintain a six foot distance when inside the office.**
- If new photo is required you will be ask to email a head shot photo as the sample below. Plane background only.



When office is closed or not able to come in person

Email photo ID card request to:

Mike Dabrowski mikedab@njit.edu

Luis Guillen guillen@njit.edu

Thank you!

Facilities Systems, Photo Identification, and Parking Services