



The Testing Center **requires** you to provide an acceptable form of photo identification to access your previous test scores and to take the Teas test (no exceptions). It is important that you read and understand the following identification requirements. You will be asked to present a valid and acceptable form of ID each time you are requesting service from our department. The Testing Center staff has the sole discretion for determining the validity and acceptability of any ID presented. If you have questions about our ID requirements, please contact Jennifer Starnes, Testing Center Coordinator at 651-423-8657 or testing@dctc.edu in advance of the date you are planning to test and/or visit the center. Information on how to obtain a Minnesota ID card is available at Driver and Vehicle Services: (<http://dps.mn.gov/divisions/dvs/Pages/new-to-minnesota.aspx>).

All Identification must:

- Be an **original document**- photocopied documents are not acceptable
- Bear the student's full name, in English language characters, as it appears in our system
- Middle initials are optional and only need to match the first letter of the middle name
- Bare a recent, recognizable photograph that clearly matches the student

Acceptable forms of photo identification

- MN (or other state) driver's license or state ID (current or within the past two years if expired)
- US passport (current within the last two years)
- Military ID
- Current identification card (DD-11730DD-214) issued by the US Department of Defense
- Valid, unexpired passport from a country other than the US
- Visa
- Permanent Resident Card (recent, recognizable photograph)
- Federal Work Permit
- Certificate of Citizenship
- Tribal ID Card
- DCTC College photo ID
- College photo ID from another MinnState institution
- MN high school student ID with student's name, photograph, date of birth or unique identification number (current within the past two years)

Examples of ID we do NOT accept

- Any document that has been photocopied
- Any document that does not bear a recent recognizable photograph that clearly matches the student
- Any document that does not bear the student's full name, in English language characters, exactly as it appears in our system
- Any document that is worn, torn, scuffed, scarred or otherwise damaged in such a manner that it renders any part of the text on the ID card illegible or renders any part of the photograph as unrecognizable
- Employee ID badge
- Yellow copy of renewal of state ID only without the original clipped photo ID
- Yellow copy of learner's driver's permit
- Social Security Card
- Birth Certificate
- Letters of identification written on behalf of the student or telephone calls to the college
- Photo IDs of parents or guardians
- Photos with student's name embossed or printed on the photo by the photographer
- School yearbook photos
- Report card or diploma
- Police report of stolen purse or wallet
- Traffic ticket, even with a physical description and signature
- Published individual photo
- Web page photo
- Missing child (Child Find ID) card
- Fitness center or shopping club ID
- Hunting or fishing licenses
- Picture of any of the Acceptable forms of photo identification on your smartphone or digital devices