



REPLACEMENT NLC STUDENT ID CARD REQUEST

Use this form to request a duplicate or replacement of
your official NLC Student ID Card.

* indicates a required field

Student Information	Legal last name *	First name *	NLC Student Number *
	Chosen name *		
			<input type="checkbox"/> Same as legal name
	Current mailing address *		City *
	Province *	Country *	Postal code *
	Email *		Phone Number *
Would you like us to update your current mailing address on file with the above details? *			<input type="checkbox"/> Yes <input type="checkbox"/> No

Request Details	I am enrolled in courses at NLC for the current term. *	Name of NLC program. *
	<input type="checkbox"/> Yes.	
	I am requesting a replacement NLC Student ID Card *	Delivery Method (choose <u>one</u> only) *
<input type="checkbox"/> Yes (replacement card fee \$10 + GST)	<input type="checkbox"/> Mail to my address above	
I want to update my photo on the replacement card *	<input type="checkbox"/> I will pick up at _____ campus (must present ID to pick up)	
<input type="checkbox"/> No		
<input type="checkbox"/> Yes. I will email my updated selfie to records@nlc.bc.ca within 2 business days.	Allow 5 business days for processing + transit/delivery time.	

Signature	Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. NLC considers falsified requests to be fraudulent. Your signature indicates you are requesting an official replacement of your NLC Student ID Card and the information you provided on this form is correct.	
	_____	_____
	Student Signature*	Date*

Campus Services Use Only		
Campus Services Clerk <input type="checkbox"/> Ensure form is complete <input type="checkbox"/> Update mailing address in Colleague if applicable <input type="checkbox"/> IDREP non-A/R code (04) for payment <input type="checkbox"/> Scan to BoRIS and notify Student Records	Processed by (initials):	Date payment received:
Student Records Use Only		
<input type="checkbox"/> Update Chosen Name in Colleague if applicable		
Notes		

REPLACEMENT NLC STUDENT ID CARDS

All students who are enrolled and assessed Technology fees are eligible for an NLC Student ID card for the period of attendance. Chosen name is the name you choose to be known by at NLC, and will be printed on your NLC Student ID Card.

Cards be issued up to two weeks prior to the start of classes and are valid for up to one year, expiring every August. If your card has expired and you are still an NLC student, you can extend the expiry date of your card by requesting a renewal sticker.

If your card has not expired, you may request a replacement for lost or stolen cards or if you want to update your photo. Replacements are subject to a nominal fee.

Allow 5 business days for processing. All required fields on this form must be completed; incomplete requests will result in processing delays.

Further details about NLC Student ID Cards can be found on NLC's website:
www.nlc.bc.ca/Services/Student-Records/StudentCard

Submit your Replacement NLC Student ID Card Request form using one of the following options:

- In person at any Campus Services office
- By scanning and emailing to StudentHelp@nlc.bc.ca

Make your payment for your request using one of the following options:

- In person at any Campus Services office
Debit, credit card, and cash payments accepted
- By phone (866) 463-6652
Credit card only