



January 26, 2026

Identification Card Guidelines

The Elizabeth City State University (ECSU) identification card (ID) identifies you as a current member of the ECSU community. Depending on your relationship to the university, your ID card can be used as an electronic door key and to access a variety of functions and facilities on campus—including athletic events, student activities, lyceum events, campus-wide events, dining units, fitness centers, libraries, and Viking One Card services. This card is void upon termination or interruption of enrollment and/or employment.

The ID card is the property of the university and must be carried at all times while on campus. The ID card is non-transferable. Lending the ID card to anyone or failure to present it when requested by a university official is a violation of university regulations and subjects the holder to disciplinary action. A lost, stolen, or mutilated card should immediately be reported to Viking ID Services or Campus Police. There is a \$20.00 replacement fee for lost or stolen ID cards. There is a \$10.00 replacement fee for damaged ID cards. However, the most recently damaged card must be turned in upon receiving the new card. The fee can be paid by credit card or charged to your student account. No refunds will be given after payments are processed.

You must present a **valid** ID (U.S. driver's license, State ID, Military ID, or Passport). Photos on cell phones will not be accepted. ID photos must be legible and show your face, name, date of birth and expiration date.

When taking your photo for your ID card, your face must be fully visible to the camera. Hats and head coverings are unacceptable unless worn daily for religious purposes. Tinted eye wear, headphones, wireless hands-free devices (earbuds), or other objects that obscure your face are unacceptable in your photo.

No person shall possess more than one ID card. All cards, not previously replaced, that have been turned into the ID Office are kept on file for 30 days to enable a person to claim the lost card. If the person has already replaced his/her card when the original one is turned in, the found card is destroyed. At present, there is no provision for a temporary ID card, whether it is for a visitor on campus or a lost card.

Cardholders with ECSU ID card privileges are responsible for all charges incurred by use of this card. Refer to the ECSU ID Card Care contract for specific terms. Cardholders are responsible for keeping the ID card safe and in good working condition. Hole-punching, bending, folding, or otherwise damaging the card, or losing the card by negligence, accident, or theft will result in a replacement fee.

If you have questions regarding ECSU identification cards, visit Viking ID Services in **Room 111** of the Welcome Center, call **252-335-3664** or email **vikingonecard@ecu.edu**.

If an Elizabeth City State University Identification Card is found,
please drop it in any U.S. mailbox.
Postage Guaranteed

ELIZABETH CITY STATE UNIVERSITY
Viking ID Services
1704 Weeksville Road
Elizabeth City, North Carolina 27909

For campus emergency information, please go to www.ecsu-campus.info or call 252-335-3400.

How to care for your ID card

Card Care:

The Elizabeth City State University Identification Card (ID) must be properly cared for. If a replacement is necessary due to lost, stolen, misplaced or excessive wear, the \$20 replacement fee will be the responsibility of the named person on the ID Card. The replacement fee is \$10.00 for a damaged card providing the most recent damaged card is turned in prior to receiving the new one. ID cards should be carried in a protective holder or a wallet. If you should find an ECSU ID card, please contact Campus Police at 252-335-3266, or Viking ID Services at 252-335-3664.

Things to avoid for preventing damage to your ID card:

- Sharing your ID card is prohibited.
- Placing your ID card next to an abrasive surface.
- Exposing your card to extreme temperatures.
- Placing your card close to magnetic fields such as TV's, stereos, microwaves, computers, cell phones as this may erase the ID's magnetic stripe.
- Punching holes in ID cards for any reason.
- Sending the card through the laundry.
- Scratching the magnetic stripe.
- Bending the card.

Cards that No Longer Work:

Occasionally, card readers cannot read an ID magnetic stripe. There can be a variety of reasons for this. Most often it is because the magnetic stripe on the back of the card becomes damaged or erased. Both problems require a visit to Viking ID Services for resolution. The proper University officials will be notified of cards that have been tampered with which may result in disciplinary action.

