

# Cane Card Photograph Requirements

01/01/2015

## PURPOSE

To provide Faculty, Staff and Students a clear definition of the requirements of photograph standards required for all Cane Cards.

## POLICY

The University requires that all Faculty, Staff and Students carry a valid Cane Card ID with them at all times while on any University of Miami campus. A primary purpose of the Cane Card is to enhance the security of the campus by allowing the holder to clearly identify themselves as a legitimate member of the campus community. To be able to do this, the photograph of the holder must meet certain criteria to allow law enforcement and other university officials to easily identify the holder in person compared to their photograph.

## PROCEDURE

All pictures will be taken at the time of producing the Cane Card by the personnel from the Cane Card ID Office. The submission of personal photographs electronically will not be permitted. The photograph will be a head shot taken from the shoulders up with the person facing directly forward to the camera. Hats, sunglasses or any other item that may obscure the face will not be allowed. Regular prescription glasses will be permitted if these are normally worn on a day-to-day basis. Heavily tinted glasses that are worn for medical reasons will be permitted only when accompanied by supporting medical documentation (documentation will be provided directly to Workplace Equity & Performance [employees] or Disability Services [students], who in turn, will advise staff in the aforementioned offices that the tinted glasses may be worn)

Religious Exceptions: Hats or head coverings worn for religious reasons will be permitted as long as the full face is still showing and that the hat or head covering does not obscure the hairline or cast a shadow over the face. Women who normally wear a full veil and are not permitted to show their face due to religious reasons will be offered the accommodation of a private photo session (by appointment) with only female Cane Card personnel present. At no time will a photograph with a veil being worn be acceptable for a Cane Card ID.

Sources:

Passport photos: <http://travel.state.gov/content/passports/english/passports/photos/photos.html>