Student ID Form

**OCVTS Testing Staff**: This form is valid only if signed by a school official. **This form must be printed on school letterhead.**

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**School Official**: Complete this section, following the instructions on page 2.

*The student described and pictured below signed this document in my presence.*

Name of School Official: ________________________________(Please Print)

School Official Signature: __________________________ Date: ________________

Name of Student: ________________________________

(Please print. This name must exactly match the name on the application.)

Student Signature: ________________________________ Date: ________________

**Student’s Date of Birth:** ________________

**Sex:** M F (Circle one)

Affix original photograph in this space. The photo must closely resemble your appearance on test day and follow the photo requirements given on Page 2.
Instructions for Issuing the Student ID Form

Authorized School Official:
Issue this form to students who need a photo ID for test taking purposes:

1) For Schools – Copy the form onto school letterhead.

2) Instruct the student to:
   - Print their name and date of birth. The name must exactly match the name they use on their application and/or answer sheet.
   - Circle their sex.
   - Affix a current recognizable photo of themselves in the space provided. The photo must conform to the photo requirements given below.
   - Sign the form in your presence.

3) Sign and date the form.
4) Remind student to bring this completed form on the day of the test.

Photo Requirements:
Make sure your photo:

- Shows only you, no other people are visible.
- Shows a head-and-shoulders view with the entire face, both eyes, and hair clearly visible (a head covering worn for religious purposes is acceptable).
- Is properly focused with no dark spots or shadows.
- Is an original photo, not a copy.