

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.

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.