STUDENT IDENTIFICATION APPROVAL REQUEST FORM 2023-2024

N🗳RTH CAROLINA
STATE BOARD OF ELECTIONS

NC State Board of Elections • P.O. Box 27255 • Raleigh, NC 27611-7255 • (866) 522-4723

Please return completed form to VoterID@ncsbe.gov

1
Information About Your Institution

This institution is a: ☒ Constituent Institution of the University of North Carolina *
☐ Eligible Private University or College   ☐ Community College*

* Use this form for student IDs only; use the Employee ID Approval Form for approval of staff IDs.

The University of North Carolina at Chapel Hill
Name of Institution

Mobile UNC One Card
Name/Type of Card

Orange
County or Counties with Campuses

2
ID Card Requirements

Indicate that this is a new request for approval or that the identification has not changed since its approval on March 15, 2019.

☑

Check this box if you are seeking approval of a digital ID card or mobile credential. **If you check this box, you must attach additional documentation to this form describing how the digital ID or mobile credential meets the requirements in 1. through 8.**

☒ **New Request.** The following requirements have been met and will not knowingly be violated with regard to student identification cards issued during the approval period: *(you must check each box for this option to be complete)*

☒ 1. The identification cards that are issued by the university or college contain photographs of students obtained by the university or college or its agents or contractors, and the photograph obtained is a frontal image that includes the student's face and represents a clear, accurate likeness of the student to whom the identification card is issued. **If the photograph used is not produced by the university or college or its agents, you must certify in detail the process used by the university or college to ensure the photograph is that of the student to whom the identification card is issued and must certify the process is designed to confirm the identity of the student to whom the identification card is issued. (You must attach additional documentation to this form describing the process used if the photograph is not produced by the university or college or its agents.)**

☒ 2. The identification cards are issued after an enrollment or other process that includes one or more methods of confirming the identity of the student using information that may include, but is not limited to, the social security number, citizenship status, and birthdate of the student.

☒ 3. Access to the equipment for producing the identification cards is restricted through security measures.

☒ 4. Misuse of the equipment for producing the identification cards would be grounds for student discipline or termination of an employee.

☒ 5. University or college officials would report any misuse of student identification card equipment they have knowledge of to law enforcement if G.S. 163-275(19) was potentially violated.

☒ 6. ID cards issued by the university or college during the approval period will contain an expiration date.

☒ 7. The university or college will provide copies of student identification cards to the State Board for training purposes.

☒ 8. The college or university will provide to students who are issued the student identification card a copy of, or an electronic link to, the Voting as a College Student Infosheet that details the information required by G.S. 163-166.17(a)(1)h.

If you have any concerns about whether your institution meets any of the requirements, please attach additional documentation explaining the processes used.

☐ **Statement of No Changes.** No changes have been made to the student identification cards that were approved by the State Board on March 15, 2019. *Current cards and cards approved on Mar. 15, 2019 must have an expiration date.*

3
Attestation

☐ I have attached additional documentation to this form.

I certify that the information provided on this form, and any additional documentation attached to this form, are true and correct and that I am the Chancellor, President, or Registrar of the university or college.

X _[signature]_

Signature

X Lauren M. DiGrazia
Print Name

06/12/2024
Date

Assistant Provost & University Registrar
Print Title (Chancellor, President, or Registrar)

The University of North Carolina at Chapel Hill
Approval for Student Identification Cards- Mobile Credential Only

At present, mobile credentials are only available for students who use Apple phones.

Requirement 1- Photo submission process

The identification cards that are issued by UNC-CH contain photographs of students submitted by students to UNC-CH through a secure process. Self-submitted photographs must meet quality and composition criteria designed to ensure that submissions are suitable for identification card use. UNC-CH staff review submitted photographs and reject those that fail to meet the criteria.

The criteria given to individuals submitting photos are below:

"Your photo must

- Show you looking directly at the camera with a neutral expression or smiling.
- Have your face clearly visible and shoulders square to the viewer.
- Have a white or solid, light-colored background.
- Include only your head and upper shoulders (complete head must be in photo)
- Pixelated or grainy photos not accepted.
- Face should be visible (dark or light photos will not be accepted)
- Do not show other people, animals etc. or parts thereof.
- Orientation of photo must be correct (if photo is sideways, it will not be accepted)
- No filters accepted or watermarks (this includes black and white photos)
- No picture of a picture please
- Avoid headgear or sunglasses (an exception is made for reasons of religious observance)"

To submit a photograph for use on a student identification card, students must log onto a UNC-CH website using a unique identifier assigned and maintained by UNC-CH. That unique identifier is assigned after students provide their full legal name, gender, and birthdate. Students then use their unique identifier to obtain individual login credentials. They must use their individual login credentials to upload and associate their photograph with their unique identifier. They also must upload identification with the photo, including a U.S. Driver's License, U.S. Visa, U.S. Passport, U.S. State issued ID, or a U.S. Military ID.

To receive a mobile credential that serves as a student identification card, students submit an official photo identification, such as a license, military ID, or passport. An AI program compares the official photo identification and the student's physical appearance in the current photo submitted prior to providing the mobile credential. UNC staff also review the identification and the photo. A mismatch in the photo and the identification would trigger an error.

Requirement 2-The identification cards are issued after an enrollment or other process that includes one or more methods of confirming the identity of the student using information that may include, but is not limited to, the social security number, citizenship status, and birthdate of the employee.

As with physical identification cards, mobile credentials that serve as student identification cards are not issued until after the application and enrollment process is complete.

Requirement 3- Access to the equipment for producing the identification cards is restricted through security measures.

Access to the mobile credential is through secured systems. The equipment involved is all digitally accessed through a contract with a vendor, who has been approved by the University's data governance and Privacy offices as having secure data practices. The mobile credential that serves as a student identification card is secured by the HID Global system, the same producer of the chips in the physical identification cards. The mobile credential is issued via a secure HID Global Systems application programming interface. These systems are cloud based and contained in highly secure data centers. The same technology is used in the chip securing the UNC One Cards as the chip in credit and debit cards.

Requirement 4- Misuse of the equipment for producing the identification cards would be grounds for student discipline or termination of an employee.

As with the physical identification cards, only authorized personnel are involved in the process of creating the mobile credential. Anyone attempting to change internal control processing for creating or editing the mobile credential would similarly be subject to discipline. Only vendor personnel would have the capability to change the credential. HID is bound by the security requirements of the University's instantiated contract.

Requirement 5- University or college officials would report any misuse of student identification card equipment to law enforcement if G.S. 163-275(19) was potentially violated.

Tampering with the mobile credential would be a crime and reported to law enforcement as soon as University personnel were aware or made aware by the vendor. This would be similar to a data or other technology security breach as the equipment is not physically housed at the University.

Requirement 6- ID cards issued by the university or college during the approval period will contain an expiration date.

There is an expiration date displayed on the mobile credential under the photograph of the user.

Requirement 7- The university or college will provide copies of student identification cards to the State Board for training purposes.

An image of a sample mobile credential is attached.

Requirement 8- The college or university will provide to students who are issued the student identification card a copy of, or an electronic link to, the Voting as a College Student Infosheet that details the information required by G.S. 163-166.17(a)(1)h.

The One Card Office will provide an electronic link on its website to the Voting as a College Student Infosheet after the mobile credential is approved.

EMPLOYEE IDENTIFICATION APPROVAL REQUEST FORM 2023-2024

NORTH CAROLINA
STATE BOARD OF ELECTIONS

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1
Information About Your Entity

This entity is a: ☒ State Government Entity ☐ Local Government Entity ☐ Charter School

The University of North Carolina at Chapel Hill

Name of Entity
Mobile UNC One Card

Name/Type of Card
Orange

County

2
ID Card Requirements

Indicate that this is a new request for approval or that the identification has not changed since its approval on March 15, 2019.

☑

Check this box if you are seeking approval of a digital ID card or mobile credential. *If you check this box, you must attach additional documentation to this form describing how the digital ID or mobile credential meets the requirements in 1. through 8.*

☑ **New Request.** The following requirements have been met and will not knowingly be violated with regard to employee identification cards issued during the approval period: *(you must check each box for this option to be complete)*

☑ 1. The identification cards that are issued by the state or local government entity or charter school contain photographs of the employees obtained by the state or local government entity or charter school employing entity or its agents or contractors, and the photograph obtained is a frontal image that includes the employee's face and represents a clear, accurate likeness of the employee to whom the identification card is issued. **If the photograph used is not produced by the state or local government entity or charter school, you must certify in detail the process used by the state or local government entity or charter school to ensure the photograph is that of the employee to whom the identification card is issued and must certify the process is designed to confirm the identity of the employee to whom the identification card is issued. *(You must attach additional documentation to this form describing the process used if the photograph is not produced by the state or local government entity or charter school.)***

☑ 2. The identification cards are issued after an employment application or other process that includes one or more methods of confirming the identity of the employee using information that may include, but is not limited to, the social security number, citizenship status, and birthdate of the employee.

☑ 3. Access to the equipment for producing the identification cards is restricted through security measures.

☑ 4. Misuse of the equipment for producing the identification cards would be grounds for termination of an employee.

☑ 5. State or local or charter school officials would report any misuse of identification card equipment they have knowledge of to law enforcement if G.S. 163-275(19) was potentially violated.

☑ 6. ID cards issued by the entity during the approval period will contain an expiration date.

☑ 7. The state or local government entity or charter school will provide copies of employee identification cards to the State Board to assist with training purposes.

If you have any concerns about whether your institution meets any of the requirements, please attach additional documentation explaining the processes used.

☐ **Statement of No Changes.** No changes have been made to the employee identification cards that were approved by the State Board on March 15, 2019. *Current cards and cards approved on Mar. 15, 2019 must have an expiration date.*

3
Attestation

☑ I have attached additional documentation to this form.

I certify that the information provided on this form and any additional documentation attached to this form are true and correct and that I am the head elected official or lead human resources employee of the entity.

x Rebecca Menghini   Digitally signed by Rebecca Menghini Date: 2024.06.07 14:14:35 -04'00'   6/7/2024

Signature   Date

x Rebecca Menghini   Vice Chancellor, Human Resource & Equal Opportunity & Compliance

Print Name   Print Title (head elected official or lead HR)

v.2023.06

The University of North Carolina at Chapel Hill
Approval for Employee Identification Cards- Mobile Credential Only

At present, mobile credentials are only available for employees who use Apple phones.

Requirement 1- Photo submission process

The mobile credentials that serve as identification cards issued to employees of UNC-CH contain photographs of employees submitted by employees to UNC-CH through a secure process.

Employees submit their own photographs to UNC-CH for use on their mobile credentials that serve as an employee identification card. Self-submitted photographs must meet quality and composition criteria designed to ensure that submissions are suitable for identification card use. UNC-CH staff review submitted photographs and reject those that fail to meet the criteria.

The criteria given to individuals submitting photos are below:

"Your photo must

- Show you looking directly at the camera with a neutral expression or smiling.
- Have your face clearly visible and shoulders square to the viewer.
- Have a white or solid, light colored background.
- Include only your head and upper shoulders (complete head must be in photo)
- Pixelated or grainy photos not accepted.
- Face should be visible (dark or light photos will not be accepted)
- Do not show other people, animals etc. or parts thereof.
- Orientation of photo must be correct (if photo is sideways it will not be accepted)
- No filters accepted or watermarks (this includes black and white photos)
- No picture of a picture please
- Avoid headgear or sunglasses (an exception is made for reasons of religious observance)"

To submit a photograph for use on a mobile credential that serves as an employee identification card, employees must log onto a UNC-CH website using a unique identifier assigned and maintained by UNC-CH as well as the DUO authentication system. Employees receive their individual login information after entering their Person ID Number, an identification number assigned after employees provide their full legal name, gender, and birthdate. Photographs submitted by employees are associated with this unique identifier and saved electronically.

To receive a mobile credential that serves as an employee identification card, employees submit an official photo identification, such as a license, military ID, or passport. An AI program compares the official photo identification and the employee's physical appearance in the current photo submitted prior to providing the mobile credential. UNC staff also review the identification and the photo. A mismatch in the photo and the identification would trigger an error and the mobile credential would not be issued.

Requirement 2-The identification cards are issued after an employment application or other process that includes one or more methods of confirming the identity of the employee using information that may include, but is not limited to, the social security number, citizenship status, and birthdate of the employee.

As with physical identification cards, mobile credentials that serve as employee identification cards are not issued until after the hiring or other on-boarding process is completed.

Requirement 3- Access to the equipment for producing the identification cards is restricted through security measures.

Access to the mobile credential is through secured systems. The equipment involved is all digitally accessed through a contract with a vendor, who has been approved by the University's data governance and Privacy offices as having secure data practices. The mobile credential that serves as an employee identification card is secured by the HID Global system, the same producer of the chips in the physical identification cards. The mobile credential is issued via a secure HID Global Systems application programming interface. These systems are cloud based and contained in highly secure data centers. The same technology is used in the chip securing the UNC One Cards as the chip in credit and debit cards.

Requirement 4- Misuse of the equipment for producing the identification cards would be grounds for termination of an employee.

As with the physical identification cards, only authorized personnel are involved in the process of creating the mobile credential. Anyone attempting to change internal control processing for creating or editing the mobile credential would similarly be subject to discipline. Only vendor personnel would have the capability to change the credential. HID is bound by the security requirements of the University's instantiated contract.

Requirement 5- State or local government or charter school officials would report to law enforcement any misuse of employee identification card equipment that they have knowledge of.

Tampering with the mobile credential would be a crime and reported to law enforcement as soon as University personnel were aware or made aware by the vendor. This would be similar to a data or other technology security breach as the equipment is not physically housed at the University.

Requirement 6- ID cards issued by the entity during the approval period will contain an expiration date.

There is an expiration date displayed on the mobile credential under the photograph of the user.

Requirement 7- The state or local government entity or charter school will provide copies of employee identification cards to the State Board to assist with training purposes.

An image of a sample mobile credential is attached.

Front

Done   ⓘ

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

UNC One Card

Rameses Ram
Clasification

MONTHLY CAROLINA EMPLOYEE EXPRESS
$38.90

EXPIRES ON
MM/DD/YYYY

Back

‹

Access Card issued by UNC-Chapel Hill
Access Badge

📞   ✉️   🧭
Call   Email   Website

GET GET Mobile   **OPEN**

Classification

ID #

Express Mode   🟢

BALANCES

$38.90

From:	Lewis, Kristen Simonsen
To:	Wakely, Lindsey; Menghini, Becci
Cc:	SBOE_Grp - Legal
Subject:	Re: [External] Re: Mobile UNC One Card for Voting Purposes
Date:	Wednesday, July 31, 2024 2:49:29 PM

That's correct, a user has to enter their ONYEN (and do the DUO authentication) for the Get Mobile App in order to have the Get Mobile App transmit the One Card into the Apple Wallet.

Here is the One Card user agreeement:

https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131704

From: Wakely, Lindsey <Lindsey.Wakely@ncsbe.gov>
Sent: Wednesday, July 31, 2024 2:28 PM
To: Lewis, Kristen Simonsen <kslewis@email.unc.edu>; Menghini, Becci <becci_menghini@unc.edu>
Cc: SBOE_Grp - Legal <Legal@ncsbe.gov>
Subject: RE: [External] Re: Mobile UNC One Card for Voting Purposes

Thanks you Kristen. We appreciate your quick response.

I've been experimenting with the Get Mobile App. It looks like after downloading the App, a student or employee can select the University of North Carolina at Chapel Hill, but the student or employee will be prompted to enter their ONYEN ID and password in order to proceed. Is this correct? Does this mean a student or employee will not be able to download the One Card into their Apple Wallet without first entering their unique ONYEN and password?

Is it possible to get a copy of the One Card user agreement that students and employees must sign?

From: Lewis, Kristen Simonsen <kslewis@email.unc.edu>
Sent: Wednesday, July 31, 2024 2:16 PM
To: Wakely, Lindsey <Lindsey.Wakely@ncsbe.gov>; Menghini, Becci <becci_menghini@unc.edu>
Cc: SBOE_Grp - Legal <Legal@ncsbe.gov>
Subject: [External] Re: Mobile UNC One Card for Voting Purposes

Thanks, Lindsey, happy to answer any questions. It's about the same process for both

students and employees.

Students are loaded into the University's One Card system once they arrive for orientation. Employees are loaded into the system when the One Card Office receives their assignment for their employee orientation or on their first day of employment.

Both are required to sign a One Card user agreement electronically with their ONYEN and Duo. After the signature is completed, they are approved to upload their ID and photo. They have to put an app on their phone called CBORD GET Mobile App. After the photo is approved, the button for the One Card is available for them in the GET Mobile App. It does not appear before the photo is approved. They must click on that button to download the One Card into their Apple Wallet.

From: Wakely, Lindsey <Lindsey.Wakely@ncsbe.gov>
Sent: Wednesday, July 31, 2024 11:57 AM
To: Lewis, Kristen Simonsen <kslewis@email.unc.edu>; Menghini, Becci <becci_menghini@unc.edu>
Cc: SBOE_Grp - Legal <Legal@ncsbe.gov>
Subject: Mobile UNC One Card for Voting Purposes

Good morning,

We are reviewing the UNC-Chapel Hill application for approval of the Mobile UNC One Card for voting purposes. I do have a follow up question stemming from the supplemental materials submitted as part of the attached application.

For requirement 2, you note that the mobile credential that serves as the identification card is not issued until after the student application and enrollment process is complete, or after the employee hiring or other on-boarding process is complete. Can you describe in detail how the student or employee is issued the mobile credential? How is the student or employee notified of the issuance and how the student or employee download or otherwise gain the ability to display the card on their phone or other device?

We appreciate any further information you can provide.

Sincerely,

Lindsey Wakely
Deputy General Counsel
O: (919) 814-0729