

Entering Citizenship and Passport Data

Purpose: Use this document to enter citizenship and passport data in ctcLink.

Audience: Student Services Staff.

! You must have at least one of these local college managed security roles:

- **ZC CC Personal Info Student**
- **ZD CC Personal Info Student**
- **ZD CC Super user**
- **ZZ CC Pers Info NID Update**
- **ZZ CC Personal Info Student**

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

Navigation: Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Citizenship and Passport

1. Enter the desired information into the **ID** field on the Citizenship and Passport page.
2. Select the **Search** button.
3. Enter the desired information into the Country field on the Citizen and Passport page.
4. Enter the desired information into the following:
 - **Passport Number** field. This number can be found on the individual's official passport.
 - **Issue Date** field.
 - **Expiration Date** field.
5. Use the **Country field to** specify the Country where the passport was issued.
 - Additional location fields appear based on the Country you select so that you can provide other location details, such as city, state, or province.
6. Enter the desired information into the following:
 - **State** field.
 - **City** field.
 - **Issuing Authority** field.
7. Select the **Save** button.
8. Process complete.



To view additional citizenship coding information, visit the QRG [9.2 Entering Residency](#).

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [Entering Citizenship and Passport Data](#). The link will open in a new tab/window.