

HARVARD UNIVERSITY ID CARD SERVICES

Temporary Photo ID Card Request (POI Role)

ALL required fields **MUST** be completed or this form will not be processed. Required Fields in **BOLD**.
 Campus Service Center: Fax (617) 496-8278; Email: id_services@harvard.edu; Telephone: (617) 496-7827.

1 - Individual Being Sponsored (Name and date of birth must match government issued ID)

Start Date *	End Date * (not more than 15 months from start date)	Will the individual need access to a Financial or HR system? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this individual been at Harvard before? <input type="checkbox"/> Do not know <input type="checkbox"/> Yes, recently <input type="checkbox"/> Yes, before 2003 Previous HUID if known: _____		Residential Address	Telephone
Last name	First name	Middle name	DOB (MM/DD/YYYY)
Email	Department	School or business unit	Company name (if external)
Role Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Vendor <input type="checkbox"/> Security <input type="checkbox"/> Family <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____			
ID Card Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Suggested wording on Card (15 character limit) _____			

2 - Sponsor's Information (administrator or faculty member, please print)

Last name	First name	Harvard ID	Title
Department	School or business unit	Email	Phone

Requested by (if other than sponsor)

Last name	First name	Email	Phone
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3 - Sponsor

By endorsing this individual for a sponsored identity, you are affirming that this person has a legitimate business, research or educational reason to obtain an HUID. You also agree to take responsibility for the accuracy of the information provided, for keeping the information on this individual up to date, and promptly notifying ID Card Services when the individual's affiliation with the University ends.

Sponsor's Signature.....	Print name.....	Date.....
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