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?  
☐ Yes  ☐ No

Has this individual been at Harvard before?  
☐ Do not know  ☐ Yes, recently

☐ Yes, before 2003  Previous HUID if known: ______________

Last name  First name  Middle name  DOB (MM/DD/YYYY)

Email  Department  School or business unit  Company name (if external)

Role  
Consultant ☐  Contractor ☐  Vendor ☐  Security ☐  Family ☐  Tenant ☐  Other ______________

ID Card Required?  ☐ Yes  ☐ 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

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………………