



Sponsored ID Card Request

The sponsoring individual or department should complete this form on behalf of the individual being sponsored. Once completed and signed, the sponsored individual should return this form, along with government-issued photo identification and documentation to support the affiliation type (if required), to The HUB in person. The HUB will take the sponsored individual's photo and create a Sponsored ID Card. Visit www.cmu.edu/idplus/idcards/sponsored.html for more details, especially with regards to eligibility and supporting documentation.

Sponsor Name: _____ Department: _____

Andrew UserID: _____ Phone: _____

Check one: Faculty/Staff Student (may only sponsor spouse/domestic partner)

Sponsored Individual Name: _____ Email: _____
Last, First, MI

Affiliation Type (check one):

- Spouse or domestic partner Visiting scholar or researcher
 Dependent (ages 12-21, faculty/staff sponsors only) Vendor or contractor
 Other: _____

Card Type Requested (check one): Sponsored ID Card Fitness Membership Card Building Access Card

Card Expiration Date: _____ **Sponsored Individual Entered into Workday?** Yes No

Sponsored ID Cards are valid for one year or less based on the length of time on campus.

If entering into Workday, sponsored individual should visit The HUB on or after the start date entered.

Authorizing Sponsor Signature: _____ Date: _____

Authorizing Sponsor Signature must match Sponsor Name above.

ID Card Request Information & Fees

Check the appropriate reason/condition/fee below (select one only):

✓	Reason	Condition	Fee
	New		\$20
		Not entered into Workday (department sponsored only)	\$30
	Renewal	Department sponsored only (expired card returned to The HUB)	\$20
		Spouse/dependent (faculty/staff sponsors only; expired card returned to The HUB)	\$5
		Expired card not returned to The HUB	\$25
	Stolen	Police report presented	\$0
		No police report	\$25
	Lost/Misplaced		\$25
	Damaged	Natural wear & tear	\$0
		Other (card returned to The HUB)	\$20
		Other (card not returned to The HUB)	\$25
	Vendor card	For building access only	\$5
	Fitness membership card	Note: Fitness/athletic membership must be purchased separately through the Athletics Department	\$5

Payment Information

- Cash
 Credit/Debit
 Check payable to Carnegie Mellon
 Entered into Workday (assessed to Human Resources)
 Note: ID Cards cannot be issued prior to start dates listed in Workday. We recommend that the sponsored individual visits The HUB on or after the start date entered into Workday.

Carnegie Mellon Department Charge

General Ledger Oracle String

Object Code 88015 Funding Source _____

Function _____ Activity _____

Organization _____ Entity _____

Grants Management Oracle String

Project _____ Task _____ Award _____