



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 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 INFORMATION

Sponsor Name: _____
Last/Family, First/Preferred, MI

Department: _____

Andrew UserID: _____

Phone: _____

Affiliation (check one): ☐ Faculty/Staff

☐ Student (may only sponsor spouse/domestic partner)

SPONSORED INDIVIDUAL INFORMATION

Sponsored Individual Name: _____
Last/Family, First/Preferred, MI

Email: _____

Affiliation Type (check one): ☐ Spouse or domestic partner

☐ Dependent (ages 12-21, faculty/staff sponsor only)

☐ Visiting Scholar or researcher

☐ Vendor or contractor

☐ Other: _____

Card Type Requested (check one): ☐ Sponsored ID Card

☐ Building Access Card

Card Expiration Date: _____
Sponsored ID Cards are valid for one year or less based on length of time on campus.

Sponsored Individual Entered into Workday? ☐ Yes ☐ No
If entering into Workday, the sponsored individual should visit The HUB on or after the start date entered.

Authorized Sponsor Signature: _____
Authorizing Sponsor Signature must match the Sponsor Name above.

Date: _____

ID Card Request Information & Fees

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

Reason	Condition	Fee
New/Renew	Department Sponsored (not entered into Workday)	\$40
	Department Sponsored (entered into Workday)	\$10
	Spouse/Domestic Partner/Dependent	\$25
Lost	All sponsored patrons	\$30
Damaged	Natural wear and tear	\$0
	Other (card returned to The HUB)	\$10
Stolen	Must present police report	\$0
Vendor Card	For building access only	\$10

Payment Information

Please Note: The HUB does not accept cash payments.

Credit/Debit

Check payable to Carnegie Mellon University

Entered into Workday (assessed to Human Resources)

Note: ID cards cannot be used prior to start dates listed in Workday. We recommend that the sponsored individual visits The HUB on or after the 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: _____