



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):

Table with 4 columns: Reason, Condition, Fee. Rows include New (\$20), Renewal (\$20), Spouse/Domestic Partner/Dependent (\$5), Expired card not returned (\$25), Stolen (\$0), Lost/Misplaced (\$25), Damaged (\$0), Other (returned) (\$20), Other (not returned) (\$25), Vendor card (\$5), Fitness membership card (\$5).

Payment Information

- [ ] Cash
[ ] Credit/Debit
[ ] Check payable to Carnegie Mellon
[ ] Entered into Workday (assessed to Human Resources)
[ ] Carnegie Mellon Department Charge

General Ledger Oracle String

Object Code 88015 Funding Source \_\_\_\_\_

Function \_\_\_\_\_ Activity \_\_\_\_\_

Organization \_\_\_\_\_ Entity \_\_\_\_\_

Grants Management Oracle String

Project \_\_\_\_\_ Task \_\_\_\_\_ Award \_\_\_\_\_