



Use this form to request a Harvard University ID (HUID) for a non-employee "Person of Interest" (POI), such as a contractor, vendor, collaborator, tenant, etc. **Important:** This form must be filled out by either the authorizer of the account or the authorizer's administrator. The POI's full name and date of birth must match government-issued ID. **Fields marked with * are required.** Questions? Call 617.495-7777 or email ithelp@harvard.edu with subject "POI Question."

If you are requesting a POI outside the FAS, use the following form: <http://iam.harvard.edu/files/iam/files/authorized-identity-request-form.pdf>

Individual Being Authorized

Last name* First name* Middle name* Date of birth (MM/DD/YYYY)*

Residential address:

Has he/she been at Harvard before? Yes No Unknown Non-Harvardemail:*

Last 4 digits of SSN: Previous HUID, if known: Previous name, if different:

Please choose one role for the person being authorized.* See the back of this form for more information on available role types.

- | | | | | |
|---------------------|--------------|--------------------|------------------------|------------------|
| Academic Advisor | Collaborator | Consultant | Contractor | Family Member |
| Field Education Sup | Hospital Emp | Incoming Emp/Trans | Inter-School Aff Staff | Security |
| Guest or Visitor | Tenant | Vendor | Volunteer | Other (explain): |

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

Start date* End date (recommended not more than 12 months from start date)*
Harvard ID card needed? Yes No

What FAS resources needed? FAS Exchange Email Office 365 Email Google Apps for Harvard FAS Computer Lab/Domain Access

Desired FAS account username:

Authorizer Information

Must be current faculty member or non-temporary, exempt employee. See the back of this form for eligibility details.

Last name* First name* Harvard ID (HUID)*

School or business unit* Department

Harvard email* Harvard phone

Authorizer Administrator (Optional)

Complete this section if filled out by a Harvard employee on authorizer's behalf. See the back of this form for eligibility details.

Last name* First name* Harvard ID (HUID)*

School or business unit* Department

Harvard email* Harvard phone

Acknowledgment & Signature

By authorizing this individual for a Person of Interest 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. Any use of a POI role for a departing employee is subject to review and approval by FAS HR.

Sponsor's signature Print name* Date*

Submitting this form from the authorizer or administrator's harvard.edu email account does not require a signature.

To submit, save completed form and attach to an email to accounts@fas.harvard.edu with subject "FAS POI Authorized Identity Request Form"



Guide to Person of Interest Role Types

The below list illustrates the range of POI role types available, including examples. For further information on POI role types, visit <http://iam.harvard.edu/resources/quick-guide-poi-role-types>.

Academic Advisor: A non-appointed academic advisor to a Harvard student. *Example: A thesis advisor*

Collaborator: A researcher or other type of academic or administrative collaborator. *Example: A Stanford researcher working with HKS on a joint project*

Consultant: Someone providing consulting services, either independently or through a firm. *Example: A sole-proprietor technology consultant (or firm) advising Harvard*

Contractor: Temporary agency or independent worker contracted to augment staff. *Example: A temp from an agency such as Randstad*

Family Member: Family members of Harvard affiliates who need physical access to Harvard housing. *Example: A spouse of a professor living in Harvard housing*

Field Education Supervisor: A non-appointed supervisor of a student in a field education placement. *Example: A church pastor overseeing an HDS student's in-field study*

Hospital Employee: An employee at a Harvard-affiliated hospital requiring access to Harvard resources. *Example: An MGH employee who administers grants for Harvard faculty*

Incoming Employee or Transfer: An individual with an accepted job offer, or an interdepartmental transfer, requiring access before their official start date. *Example: A non-US citizen awaiting home country paperwork*

Inter-School Affiliated Staff: A staff member who needs access to resources in multiple Schools. *Example: A Central Admin employee who works at one of the Schools*

Security: A company representative of a security-service provider. *Example: A Securitas employee working at Harvard*

Guest or Visitor: A guest or visitor to Harvard. *Example: A visiting lecturer*

Tenant: Individuals requiring physical access to property leased from Harvard. *Examples: A resident of Harvard Real Estate housing, an employee of a company leasing lab space from HMS*

Vendor: A company representative of a service provider to Harvard. *Example: A copier repair or vending-machine supply worker*

Volunteer: An individual doing unpaid work in support of a Harvard department or School. *Examples: A non-paid worker in the HLS clinical program, a volunteer guide at the Harvard Arboretum*

Authorizer and Authorizer Administrator Criteria

Authorizer Criteria

1. Is a current and active employee of Harvard University **AND**
2. Has an official email address recorded in the identity registry **AND**
 - a. Is either Junior or Senior faculty **OR**
 - b. Is a paid employee of one of the following categories:
 - A* Admin & Professional
 - O* Other Faculty

Authorizer Administrator Criteria

1. Is a current and active employee of Harvard University **AND**
2. Has an official email address recorded in the identity registry **AND**
 - a. Is either Junior or Senior faculty **OR**
 - b. Is a paid employee of one of the following categories:

• A* Admin & Professional	• G* Graduate Students
• I* TAs, Other Staff	• N* External Post Docs NHR
• O* Other Faculty	• Y* Internal Post Docs
• S* Support Staff	• Z* Ext Post Docs Harvard Research

OR

1. Has official email address recorded in the Identity Registry **AND**
2. Has an active POI role of type "Contractor"