



Central Campus ID Center
 246 Church Street – Rm 101
 Phone (203) 432-0165
 Fax: (203) 432-8292
 id.center@yale.edu

Medical School ID Center
 333 Cedar Street – SHM CE-1B
 Phone (203) 785-OPEN
 Fax: (203) 737-4076
 med.idcenter@yale.edu

CASUAL/TEMPORARY ID REQUEST FORM

This form must be completed and emailed or faxed to issuing ID Center by Supervisor or Business Manager only. DO NOT HAND-DELIVER

NEW

RENEWAL

SUPERVISOR WILL BE NOTIFIED BY EMAIL WHEN EMPLOYEE MAY COME TO ID CENTER FOR PHOTO-TAKING AND ID CARD PICKUP.

LAST NAME _____

DATE _____

FIRST NAME _____

EMPLOYEE UPI _____

Background Check for casual/temporary employee has been completed*.

** ID Center will be unable to issue/renew ID card until this requirement has been met.*

Date Casual/Temporary ID should expire _____ (6 mos. duration maximum)

Please explain in detail why the casual/temporary employee needs a Yale ID card (required):

PLEASE COMPLETE THE REQUIRED INFORMATION BELOW:

Hiring Department: _____ Org # _____

Print Name of Business Manager/Supervisor: _____

Business Manager/Supervisor Direct Tel #: _____

Business Manager/Supervisor Email Address: _____

Business Manager/Supervisor Signature: _____ Date: _____

For Internal Use Only:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Notified <input type="checkbox"/>	Issued <input type="checkbox"/>
ID Center Authorization:	_____		Date:	_____
Has Expired ID Card <input type="checkbox"/>	ID Type: CAS/TEMP <input type="checkbox"/>	Visitor <input type="checkbox"/>	Vendor <input type="checkbox"/>	

Please Note: For building access, please email Yale University Access Control Central Campus at 432.open@yale.edu, or for Medical School Access, please email 785.open@yale.edu