



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

FEE \$25.00 per Card

Paid by Department PTAE0 only

CONTRACTOR/VENDOR/CONSULTANT ID REQUEST FORM

***This form must be completed and emailed or faxed to issuing ID Center by Yale Project Manager or Lead Administrator only
 DO NOT HAND-DELIVER***

YALE AUTHORIZER WILL BE NOTIFIED BY EMAIL WHEN CONTRACTOR/VENDOR/CONSULTANT MAY COME TO ID CENTER FOR PHOTO-TAKING AND ID CARD PICKUP.

YALE UNIVERSITY ID REQUESTED FOR *(please complete ALL areas):*

Last Name:	First Name:	Today's Date: MM/DD/YYYY
Date of Birth: MM/DD/YYYY	Last 4 SSN / or NetID	Date Badge Should Expire: MM/DD/YY <i>(ONE YEAR MAXIMUM DURATION)</i>

CARD INFORMATION TYPE *(check all that apply):*

- NEW ID RENEWAL OF EXISTING ID
- VENDOR/CONSULTANT
- CONTRACTOR - Include OSHA # below *(if applicable)*

*FULL COMPANY NAME:

**Company must be compliant with Yale University's Background Check Policy before IDs can be processed.*

This Section is to be completed by the department authorizing/requesting the ID card - YALE AUTHORIZED PERSONNEL ONLY

AUTHORIZER: (Print Name)	<input style="width: 100%;" type="text"/>	DEPARTMENT:	<input style="width: 100%;" type="text"/>
YALE AUTHORIZED SIGNATURE	<input style="width: 100%;" type="text"/>	PHONE:	<input style="width: 100%;" type="text"/>
PTAEO NUMBER (Required)	<input style="width: 100%;" type="text"/>		

For ID Center Internal Use Only: BG Check Compliance – Verified via Procurement Inquiry Yes NO – *if NO, is sub-contractor paperwork on file at ID Center?* Yes NO

Has Expired ID Card: If so, what type? ID Type: CAS/TEMP Visitor Contractor/Vendor Date of Last Issue MM / DD / YY

Approved Denied Notified Issued ID Center Authorization: _____ Date: MM / DD / YY

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.