



**Please note: This form should be used by Department Admin/Executive Directors within the FAS.  
If you are from another school or organization you should use the following form:**  
<http://iam.harvard.edu/files/iam/files/authorized-identity-request-form.pdf>

Before completing this form, please read the following:

This form is used to request a "Person of Interest" (POI) role for someone who is not an employee within FAS. POI roles are given to individuals such as a vendor, collaborator, tenant, volunteer, etc. In order to qualify for a Person of Interest role, the individual must:

- Not already qualify for an Employee, Student, Class Participant, or any other role provided through HR or the Registrar's Office
- AND**
- Have a legitimate reason to conduct business/research on behalf of Harvard University
- OR**
- Have a legitimate reason to need ID card access to a Harvard building (such as employees of tenant companies in Harvard owned buildings)
- It is the Authorizer's responsibility to ensure that this POI request complies with Harvard University policies along with any state or federal employment regulations.
- The Authorizer can be held responsible for the POI's conduct and use of Harvard University resources.
- The Authorizer (or their designated Admin) is responsible for the accuracy of the information provided, for keeping the information on this individual up to date, and for promptly notifying HUIT Identity and Access Management 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.

Please refer to the [FAS Onboarding Toolkit](#) for further information on how to get additional access (email, etc.) once the POI role is created. Examples are available there on the Fact Sheet.

This form is to be completed by either the Authorizer of the POI or their designee. It must be signed by both the Authorizer and the Approver for your department (the Department Administrator or Executive Director). The signature can be a typed name on the form, as long as the form is then emailed from a Harvard email address.

Fields marked with \* are required. Once completed please email this form to [iam\\_help@harvard.edu](mailto:iam_help@harvard.edu) with the subject line "FAS POI Request Form".

## Individual Being Authorized

*The name and date of birth provided must match a government-issued ID*

First name \*                      Last name \*                      Middle name                      DoB \* (MM/DD/YYYY)

Preferred name (if different):

Start Date \*                      End Date \*

Residential address

Has this person been at Harvard before? \*    Yes    No    Unknown

If yes: Previous HUID (if known)                      Previous name, if different

Non-Harvard email\*                      Last 4 digits of SSN

### Description of this person's role and duties at Harvard \*

Please include the details of why you are asking for a Person of Interest role. We will determine the best POI role type based on the information that you provide. We may have further questions for you to determine the appropriate role/access level.

## Acknowledgment & Signature

**By signing below or by submitting this form from your Harvard email account, you certify that:**

- **You have read and understand the information contained within this form**
- **The Person of Interest role that you are requesting has a legitimate business, research, or educational reason to obtain access in this manner**
- **The information included on the form is accurate**
- **You will be responsible for keeping the POI's information and affiliation dates accurate**

### Authorizer Signature

Signature \*                      Date\*                      HUID\*

### Approver Signature *Approver is Department Admin/Executive Director*

Signature \*                      Date\*                      HUID\*

Signatures can simply be the named typed into the form, as long as the form is sent from a Harvard email address.