

SIMMONS COLLEGE POLICE DEPARTMENT

Request to Create a Simmons ID for a Tenant, Contractor, or Non-Simmons Affiliate

This form MUST be completed by the Sponsor or Manager responsible for the below individual. The Individual being sponsored must bring this form along with a government issued ID to THCS to obtain an ID number and to the Campus Card Office to obtain a Simmons ID card.

Sponsor's/Manager's Contact Information (please print)

First Name:	Last Name:
On-campus Extension:	Email:
Simmons ID Number:	Department:
School/Division:	Title:

Individual Being Sponsored - Contact Information (all fields must be filled in or request will not be processed; (please print)

Start Date:	End Date:
Residential Address:	
First Name:	Last Name:
Date of Birth:	Phone Number:
E-mail:	Department:
School/Division:	ID Number(TO BE FILLED OUT BY THCS):
Company Name (if external):	
Reason for Requesting ID:	
Type of Affiliation with the College:	Type of Group (i.e. vendor/consultant/tenant/contractor):

By submitting this Simmons ID request for this individual, sponsor/manager affirms that the sponsored person has a legitimate business, research or educational reason to be at Simmons College. Sponsor agrees to take responsibility for the accuracy of the information provided, for keeping the information on the sponsored individual up to date, and promptly notifying (SCPD) when the individual's affiliation with the College ends. Sponsor affirms that the sponsored individual has read and understood the Simmons College ID policies and rules.

Sponsor's Signature:	Date:
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