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**1601 FR.03 *Updated 10/13/2016***

**Sponsored Identity Request Form**

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| **Prepared by:**  |
| **Name:**  | **Phone:**  |
| **Signature:**  | **Date:**  |
| **Authorized by: (Lead Administrator or Operations Manager ONLY)** |
| **Name:**  | **Phone:**  |
| **Signature:**  | **Date:** |
| **Request Type** *[selection of (only) one request type is required]* |
| [ ]  Creation [ ]  Modification [ ]  Re-Activation [ ]  Convert former Yale Staff to SI [ ]  De-Activation |
| **Sponsor Information** *[See instructions for sponsor definition ]* |
| **Name:** **Title:** Click here to enter text. | **Title:**  | **Oracle Home Org #:**  |
| **Role:** *[selection of (only) one role is required]*[ ] Chaplains Office Religious Affiliates[ ] Clinical Research Affiliates *(Study staff, participants, data entry)*[ ] Consultants[ ] Contractors[ ] Daycare Staff[ ] Deans/Directors/Head of Colleges Residents and Family Members[ ] Research/Educational Collaborators[ ] Residential College Associate Fellows[ ] Spouses:  Student[ ] Spouses: Faculty/Employee | [ ] Testing/Training IDs[ ] University Committee Members[ ] Vendor[ ] Visiting Student[ ] Visitor[ ] Volunteer Athletic Coaches[ ] Volunteers[ ] Yale Agency Affiliates[ ] Yale Alumni Development Volunteers[ ] Yale Press London |
| **NETID (of Sponsored Identity if available)** |  |
| **Effective Start Date:**  | **Effective End Date:**  |
| **First Name:** | **Last Name:** |
| **Gender:** [ ]  Male [ ]  Female  | **Phone:** |
| **Home Street Address *(U.S. Address Only):***  |
| **City/Town:** **State:** Click here to enter text.**Postal Code:** Click here to enter text. | **State:**  | **Postal Code:**  |
| **\*Date of Birth:**  | **\*Social Security Number:**  |
| **Supporting Information** *[business reason is not required for de-activation request)* |
| **Business Reason:**  |
| **Additional Information *(optional)*:**  |

\*Date of Birth and Social Security number *should never be sent via email.* Please process this form by including the DOB/SS# and faxing to the Employee Service Center at 203-432-5153.