

# HARVARD ID CARD PROXY FORM

To: Harvard University Campus Service Center

I \_\_\_\_\_ of \_\_\_\_\_ hereby authorize  
(Cardholder Name) (School or Department)

\_\_\_\_\_ to pick up my Harvard University ID card on my behalf.  
(Authorized Proxy Name)

I understand that the Campus Service Center will only provide the above named individual with my new ID card upon:

1. the authorized individual presenting their own current, valid Harvard ID or their own current, valid ID from one of the affiliated hospitals or their own current, valid government issued photo ID;
2. the surrendering of my existing Harvard ID (if I have one); and
3. the providing of this signed authorization to the Campus Service Center.

I also acknowledge that it is the sole responsibility of the person authorized above to return my new ID card to me in a prompt and timely manner.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Department Approval (if required)

\_\_\_\_\_  
Date

## Proxy Acknowledgment (to be completed at time of card pick up):

I acknowledge that I have received the ID Card for the above named cardholder and will return the card in person to the cardholder in a prompt and timely manner. I, acknowledge, per university security policy, that photo ID cards may never be mailed.

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Proxy's Name Printed

\_\_\_\_\_  
Date

*\* This form is intended for staff, faculty, or other affiliated groups who are not located on the main Harvard campus but are within proximity to send a representative from their offices or departments to collect ID cards. Student requests for lost ID cards must be made in person; not eligible for proxy.*