



Request/Renew a McGill Service Provider ID Card (for contract employee)

Important: please read Page 2 & Page 3 for information and protocols on eligibility and use of this card.

To request or renew a McGill Service Provider ID card, sponsors must fill in **all** the information below then scan it and send it by email to systems.security@mcgill.ca.

Section 1: Applicant Information (Please Print)

Last Name: _____ First Name: _____

Date of Birth: _____ (yyyy/mm/dd) Gender: M F Have you ever been issued a McGill ID#? No Yes

McGill ID# if known: _____

Home Address:

Street: _____ Phone/Cell #: _____

City: _____ Province: _____ Postal Code: _____

Signature: _____ Date: _____

Section 2: Applicant Information – to be completed by sponsoring department

Role (check only one): Contractor Security Agent

Application (check only one): New Applicant Appointment Extension (same sponsor, same vendor)
 Sponsor Change Vendor Change

Applicant Information will be entered in Banner by: (check only one): HR Sponsor

Appointment Start Date: _____ Appointment End Date: _____

Department: _____ Administrative Org: _____
Department via which the applicant could be contacted.

Campus Address: _____ Bldg.#: _____

Applicant's vendor #: _____ Company name: _____
(9-digit # in Banner)

Sub-Contractor (if applicable) _____

FOAPAL : _____ - _____ - _____ - _____ - _____
(required for New Applications, Sponsor Changes and Vendor Changes)

Section 3: Sponsor Information – to be completed by Dean or Director

I hereby approve the applicant's request for a McGill Service Provider ID Card.

Name: _____ McGill ID# _____

Title: _____ Tel: _____

Faculty or Department: _____ Administrative Org: _____

Notifications (e.g. impending expiry) to go by email to above named or if different than above:

Name: _____ McGill ID# _____

OR resource email address (e.g. : apo.dept@mcgill.ca): _____

Signature: _____ Date: _____

Information and protocols on ID cards for McGill Service Providers

McGill offers a photo ID card for people who are not McGill employees but are working on McGill premises as part of a contractual agreement with the University. A vendor number must exist in Banner for the company that McGill has hired. This includes lecturers hired on firm retainer. In order to obtain the card and any related services, the person must be sponsored by a Dean or Director. The name of the hosting faculty or non-academic department appears on the card.

The photograph for the ID card may be produced by one of two ways: 1) by appointment at the Security Services office **OR** 2) Emailing a current photograph to Security Services (see next page for requirements).

Limits of use

The ID card is intended for use only on McGill premises. Any use of this card outside of McGill for the purpose of representing an association with McGill is strictly prohibited.

The card's deactivation date will be set to coincide with the appointment end date. Where the employee is working for a company with a contract to render services to McGill, the appointment end date will be the contract end date.

A new card will be required if: (1) there is a sponsor change (the contract employee is moving from one department to another) or a vendor change (the vendor has lost the contract, but the new vendor is retaining the employee). An appointment extension where the sponsor nor vendor changes does not require a new ID card.

The card must be relinquished to the sponsor if the person will no longer be working on McGill premises.

Course Lecturers

MSP ID cards for course lecturers are provided separately by the School of Continuing Studies. Course lecturers will automatically receive a McGill Email Address with an Exchange mailbox. Course lecturers can also use the McGill Service Provider ID card to access library services.

Charge

ID cards for all units, except the School of Continuing Studies, will be printed by Security Services and charged \$15 per card to the sponsoring unit's FOAPAL.

Sponsorship

Faculty Deans and Directors of non-academic support units are responsible for the sponsorship of McGill Service Providers. They may delegate sponsorship duties to a trusted senior McGill employee, within the Dean's or Director's office, such as an Area Personnel Officer.

Sponsorship duties include:

- signing and submission of request/renewal forms to Human Resources
- arrangement for building and room accesses
- repossession of the ID card when the service provider stops working for McGill

Related IT Services

Email for other types of service providers is available upon request by the sponsor to the ICS Service Desk. The use of the McGill Username and the McGill Email Address is governed by the Policy on the Responsible Use of McGill Information Technology Resources: www.mcgill.ca/it/policies

Further information and instructions on submitting the request form are available in the article entitled "[McGill Service Providers ID Card](#)" in the McGill IT Knowledge Base available at www.mcgill.ca/it.

REQUIREMENTS FOR EMAILED PHOTO



Example of photo to be sent.

Please email Security Services the photo with FULL name to: systems.security@mcgill.ca

- Photo must be in color.
- Photo must be clear, in focus and sharp.
- Subject must be in front of a plain **WHITE** background **ONLY**. The picture must show the natural skin tones and not be altered by the flash of the camera.
- Photo must be taken **straight** on with face and shoulders centered to the camera.

Hats and head coverings must not be worn, unless they are worn daily for religious beliefs or medical reasons. However, the full face must be clearly visible and the head covering must not cast any shadows on the face.

- Photo taken with a digital camera/Smartphone, photo to be saved as a jpeg image.
- Photo must be recent.
- We will not accept altered photos.
- Once we process the card, the sponsor will be contacted to send the employee to the Security Services office to pick up the MSP ID Card. The employee **MUST** bring the old MSP ID card (if there is one) and a government issued identification card such as a driver's license or Medicare card or passport. If the employee does not have any of these on their person, the card will not be issued. The employee must show up in person to collect the new MSP ID card.

For security purposes, no one else may pick it up for them.