

What is required when requesting a Contractor or Vendor ID Card

Please Note:

- ***No ID Cards will be issued to a contractor without a Jira ticket.***
- ***They are to return that card on the day it is issued.***
- ***The opened Jira ticket will be closed when the badge is checked back in with IT.***
- ***All contractor and vendor cards will be issued WITH A LANYARD.***
- ***An appointment is preferred when picking up a contractor ID card.***
- ***The Requestor will be held responsible for all IDs that are not returned according to the process outlined below.***

Prerequisites

When a Contractor ID card is needed, a Jira Service Request will be created that contains every single one of the items below. If not, the card is not issued. [I Need Something - IT Support Services - Service project \(lynn.edu\)](#)

1. The company name that the contractor/vendor works for
2. The first and last name of the vendor/contractor as it appears on their driver's license.
3. The mobile telephone number of the vendor or contractor being issued the card
4. The name of the Lynn employee who is the sponsor and who has the approval authority to request a badge for a Contractor or Vendor to get into certain spaces on campus or to be issued a decal.
5. The department name of the Lynn employee who is the sponsor
6. Detailed specifics of spaces to be granted access. Preferably by Building Name and both the Space/Room /Office Number and Space/Room/Office Name.
7. An expiration date is to be collected as this will be used as the expiration date for the credential in our access management systems.