

ACCESS REQUEST

KEY REQUEST

ID ACCESS

Department _____ Date _____

I hereby authorize the issuing of _____ keys(s) _____ ID Access

for Room(s) _____,

in Building(s) _____

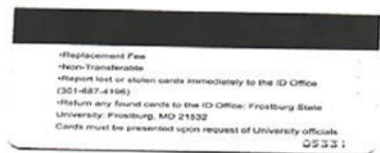
to be assigned to the following person*: _____

Email address: _____

ID # _____

Telephone or Mobile No. _____

Proxy # _____



Proxy No. located on back of ID card.

Check one:

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Graduate Assistant |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Resident Assistant |
| <input type="checkbox"/> Student | <input type="checkbox"/> Residence Life Intern |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> Resident Director |
| | <input type="checkbox"/> Head Resident |

Department Head Signature

Print or Type Name

School Dean or Appropriate Senior Signature

Print or Type Name

Vice President for Administration and Finance
(Signature required for Master Keys only)

*As a reminder, students are not eligible to receive keys or have ID access to buildings on campus unless documented approval is on file in the Administration & Finance Office prior to submitting a key request.

Complete 2 copies. Forward original to the Facilities Management Department. Retain a copy for your records. You will be notified by telephone or email when the key(s) requested are available at University Police for pickup. You will be notified by email when ID Access has been assigned.

*A separate request form should be submitted for each individual.

FACILITIES MANAGEMENT DEPARTMENT USE ONLY	
Completed by: _____	Date _____