



Building & Door Access Request Form

Request Date:	Date Needed:
Access Requestor Information	
Requestor Name:	Requestor 800 #:
Department:	Email Address:
Phone	Campus Mailbox #:
Access Recipient Information	
Recipient Classification: Student Employee Volunteer Contractor	
Are the Access Requestor and the Access Recipient the same individual? Yes – If yes, skip to Request. No – If no, please complete this section before continuing.	
Recipient Name:	Recipient 800 #:
Department:	Email Address:
Phone:	Campus Mailbox #:
Electronic Access Request	
Building Name(s) and Room(s):	
Card Access Expiration Date:	
Select all that apply: Normal Hours Early Morning Access Evening Access Weekend Access 24/7 Access	
Mechanical Key Request	
Building	Room
Hulley Tower	Main Entrance
Required Signatures	
Manager/Director/Department Head:	
Signature:	Date:
Dean or Associate Vice President:	
Signature:	Date:
Associate Vice President – Facilities Management (for master keys):	
Signature:	Date:
Vice President (for Special Security Areas):	
Signature:	Date:
Notification to Requestor	
Notification Date:	Notification Type: Email Phone