Name: _________________________________
(Please print)

UID # ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Date: _____/_____/_______

Email Address: __________________________________________

Building: (check one)  BPS  Cole  Chincoteague Hall (3111)  Hornbake

Affiliation w/ Department (check one):  Faculty  Undergraduate RA for course credit
  Staff  *what course: ____________________
  Graduate Student  Undergraduate paid RA
  Other: ____________________

Access area (room##): ______________________________________

Building (exterior door) access needed? (Weekend and/or before 6am or after 9:30 pm weekday) (check one):  Yes  No

Reason for Access: ______________________________________

Date access should be terminated: ____________________________

User Signature: ___________________________________________

Supervisor or Advisor (students only) signature: __________________

(Printed) Supervisor or Advisor name: _________________________

******************************************************************

Please complete this form in its entirety. Incomplete forms will be returned

******************************************************************

For Office Use Only

Departmental Approval Signature: ____________________________

Payroll Title of Requestor: _________________________________

Date Activated: _____/_____/_______

Date Deactivated: _____/_____/_______

(Please note: It may take 1 week for access to be granted)