

For Official Use Only:

Rec'd Date:

Policy E-mail:

Key Req #/Date:

List Serv Added:

Last 6 of Proximity Card:

Notified Date:

Pick Up Date:

Deactivated Date:

WHI Access Request Form

Instructions:

This form must be TYPED. Handwritten changes will void the request.

ALL fields and authorized signatures must be filled in.

After the form is filled out, email to your supervisor for an approval signature. Signed forms can be e-mailed to biology.student@unlv.edu or delivered to WHI 101.

Allow up to two weeks for keys to be processed and ready for pick-up at WHI 101.

All access requests are subject to approval by the School of Life Sciences Administration.

Date Form Filled Out:

1. KEY/CARD HOLDER INFORMATION:

Name:

Email:

Phone #:

Is this an access RENEWAL? Yes No

Requestor's Name (if different than above):

2. EMPLOYEE TYPE: (select only one)

Faculty

Staff

Postdoc Scholar

OR

Temporary Employee

Graduate Student

Undergraduate Researcher

****Note:** an expiration date MUST be provided for temp-employee, graduate assistant, or undergraduate student researcher

Temp-employee, Graduate Students or Undergrad Researcher **End Date:**

3. KEY/CARD ACCESS INFORMATION: What form of access? Proximity Card Hard Key

PROXIMITY CARD INFORMATION: Existing Proximity Card? Yes No

If yes, existing Proximity Card Number (Last 6 Digits):