

# Paper & Bioprocess Engineering

## ID Card Access Request Form

NAME:

LAST

FIRST

MI

ID #

DEACTIVATION DATE:

CAMPUS AFFILIATION	ACTIVATION FEE	FOB DEPOSIT (IF APPLICABLE)
<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> EMPLOYEE-N/A	<input type="checkbox"/> EMPLOYEE-N/A
<input type="checkbox"/> STUDENT	<input type="checkbox"/> FIRST TIME ACTIVATION-\$20	<input type="checkbox"/> STUDENT-\$10
<input type="checkbox"/> VISITOR	<input type="checkbox"/> ADDITIONAL ACCESS-NO CHARGE	
		<b>TOTAL AMOUNT DUE \$ _____</b>

Please check all buildings/rooms being requested for access. All access is 24/7 unless a different time span is specified. Please enclose in a sealed envelope & have recipient pay activation fee and FOB deposit at 102 Bray Hall. The activation fee is a one-time only, non-refundable, \$20 fee for students and visitors. Multiple rooms and buildings may be added at no additional charge. If a FOB is requested, the \$10 FOB deposit will be refunded when the FOB is returned to UPD. There is no charge for employees for initial access or issuance of a FOB. Recipient must bring form in sealed envelope and receipt of payment to UPD at 19 Bray Hall along with their ESF ID card.

	Walters Hall	Authorized Entry Times	Deactivation Date
	Exterior Doors		
	102		
	103		
	104		
	113		
	205		
	209A		
	209B		
	318		
	320A		
	322		
	407		
	426		
	<b>Baker Laboratory</b>	<b>Authorized Entry Times</b>	<b>Deactivation Date</b>
	184-Building Materials Research Lab		

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ID Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that I will not duplicate or loan this ID card which remains the property of ESF.

**University Police Department Use Only:**

Receipt # \_\_\_\_\_ Date In System: \_\_\_\_\_ Initials: \_\_\_\_\_ 08/15

FOB # \_\_\_\_\_ Date FOB Returned: \_\_\_\_\_ Initials: \_\_\_\_\_