

Access Card and Key Fob Request Form

Please fill out this form to request a new or replacement access card or key fob. Print the completed form and obtain the necessary authorization signatures.

1. Applicant Information

First Name: Last Name:
Employee/Student ID: Department:
Email Address: Phone Number:

2. Request Details

Request Type (New / Replacement / Renewal):
Item Requested (Access Card / Key Fob / Both):
Reason for Request (e.g., New Hire, Lost, Damaged):

3. Access Requirements

Buildings / Areas Requiring Access:
Specific Room Numbers (if applicable):
Access Duration (Permanent or Temporary Date):

4. Authorization & Signatures

To be completed by the authorizing manager or department head.

Authorizing Manager Name: Title:
Manager Signature (Sign after printing): Date: