



KEY OR ACCESS CARD REQUEST FORM

Complete this form, obtain signature of your Dean or Department Head and deliver or fax it to:

Table with 4 columns: FAU at Davie, FAU at Davie Student Union Only, FAU at Ft. Lauderdale Downtown, FAU at Dania Beach SeaTech. Each column lists contact information for Jane Morgan, James Capp, Fran Viera, and Fran Viera.

ACCESS CARD RECIPIENT INFORMATION

FAU BC Other Email:

Name: Z#: Phone:

Department: Room Number:

Position: Student (Term Start & End Dates)

Permanent Faculty/Staff Temp.Staff/Adjunct Fac. (Term Start & End Dates)

Form with two columns: Requesting ACCESS CARD for the following (Campus, Building, Room, Parking Lot, OWL Card) and Requesting KEY for the following (Campus, Building, Room).

APPROVAL SIGNATURES

Dean/Department Head: Date:

Campus Administration: Date:

Applicant Signature: Date:

Notice: All key and access card holders are bound by the duties and responsibilities of an employee of Florida Atlantic University.

Administrative Use Only section with fields for Access Card ISO#, Date Activated, Date Requestor Notified, Date Deactivated, Date Completed, Date Issued to Requestor, and Date Returned.