



UIS Police Department

KEY REQUEST OR CARD READER ACCESS

Form must be filled out in full before key can be issued or access approved

Name (Last) _____ (First) _____ (Initial) _____ I-Card # _____

Home Address _____

Status: Student Faculty Staff Other _____ Dept. Phone # _____

GA/TA

Full time faculty

(Specify)

Student Worker

Adjunct faculty

E-mail: _____

Key Request	Card Reader Access
Key Requested (Bldg./Room) _____	Card Reader Access (Bldg./Rm) _____
Room Type: Click the drop down arrow to choose	Card Reader Access (Dates of Access) _____
Other <input type="radio"/> (Specify) _____	Card Reader Access (Times of Access) _____
Department Use Only	Department Use Only
Core #: _____	Accessed Granted by: _____
Key ID #: _____	
Received by: _____	
Received Date: _____	

Any Person issued a key to a University Building, area, or facility is responsible for safeguarding the key; returning the key to the UIS Police Department upon completion of use or recall; reporting immediately the loss or theft of the key to the UIS Police Department; and not transferring the key to another individual, key remains the property of the university and is not to be duplicated. A record of issuance will be made by the UIS Police Department. As of 9/17/2008, there will be a \$75.00 fine for lost, missing or non-returned keys. (Approved by Chancellor's Cabinet)

Signature: _____
(Key Holder's Signature)

Signature: _____
(If student, needs supervisor's signature and reason for request)

Approval: Administrator/Director/Dean

Name: _____
Print Department Head

Signature: _____
Department Head

Name: _____
Print Dean/Director

Signature: _____
Dean/Director

COMMENTS: