

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](mailto: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):

PROXIMITY CARD ACCESS REQUEST: Areas requesting access? (Check all that apply – If this is a renewal, only list NEW access points needed)

WHI Entrance Access

Building and Room Numbers:

HARD KEY INFORMATION:

Building and Room Numbers:

**4. SIGNATURES:**

\_\_\_\_\_  
Signature of Key Holder

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature