

For Official Use Only:

Rec'd Date: _____ Policy E-mail: _____ Policy Rec'd: _____
 Key Req #/Date: _____ List Serv Added: _____
 Notified Date: _____ Pick Up Date: _____ Deactivated Date: _____

UNLV
Science and Engineering Building
 4505 S. Maryland Pkwy.
 Las Vegas, NV 89154-4022
 http://seb.unlv.edu
 Phone: (702) 774-4SEB (4732)
 Office: SEB 2102 Mail Stop: 4022

SEB Access Request Form

Instructions:

(Refer SEB Access Control Policy for further details)

- This form must be **TYPED**, Hand written changes will void the request.
 - **ALL** fields and authorized signatures must be filled in.
 - The Principal Investigator (PI) for the requested space is the default authorized signatory.

After form is filled out, **E-mail to the PI for approval signature**, preferably digital. Signed form can be e-mailed to seb@unlv.edu or delivered to the SEB Administration Office, SEB Room 2102, or sent to MS 4022.

- Allow up to **two weeks** for keys to be processed and ready for pick-up at SEB 2102.
 - All Access Requests are subject to approval by SEB Administration.

Date Form Filled Out:

1. KEY/CARD HOLDER INFORMATION:

First Name: M. I. Last Name: Phone #:
 Title: Dept: Email:

Is this **SEB access RENEWAL**? Yes No Requestor's Name (if different then above):

2. SEB Group Name:

3. EMPLOYEE TYPE: (select only one)

****Note: An expiration date MUST be provided for Temp-Employee, Graduate Assistant, or Undergraduate Student Staff.****

Faculty Staff Postdoc Scholar
 Temporary Employee Graduate Assistant Undergraduate Assistant
 Temp-Employee, Grad or Undergrad Asst. Contract Expiration Date:

4. KEY/CARD ACCESS INFORMATION: What form of access ? Proximity Card Hard Key Furniture 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)

Building Entrance Access Upper Floors (2nd, 3rd, 4th) Freight Elevator Loading Dock Mail Room
 Room Numbers (i.e.3401, 3402,...):

HARD KEY INFORMATION and/or FURNITURE KEY INFORMATION:

Room # (i.e 1401, 1402,...) or Furniture Key #:

Special Details
 (i.e. limit hours, limit lab access, etc.):

5. SIGNATURES:

Principal Investigator Name

Principal Investigator's Signature