

Southern Illinois University Edwardsville  
Facilities Management  
**AUTHORIZATION FOR KEYLESS EXTERIOR ACCESS**

University ID: \_\_\_\_\_

Date: \_\_\_\_\_  Faculty  Staff  Student

Key Recipient:

| Last Name | First Name | Email | Department | Building |
|-----------|------------|-------|------------|----------|
|           |            |       |            |          |

Fall  Spring  Summer  Continuing 20 \_\_\_\_\_

Exterior keyless access with SIUE Identification (I.D.) Card provides security for University buildings and facilities while providing access to authorized areas. Exterior keyless access will be granted after receipt of this form with signature approval by the Department Head or Dean/Director.

The Department Head/Dean and Department Secretary will be notified by email when keyless access has been activated. There are usually TWO assigned exterior doors for keyless access in each building. Contact the Key Control Office at ext. 3200 (618-650-3200) for locations and/or questions regarding card use.

Student exterior keyless access is restricted to current enrollment and is granted for one semester. Access approval is required each semester.

In case of lost I.D. Card, notify the Service Center at ext. 2080 (618-650-2080) within one business day of loss.

Use and restrictions of SIUE I.D. for keyless access are regulated by the SIUE Key and Lock policy at <http://www.siu.edu/policies/6f2.shtml>.

Your understanding and acceptance of the SIUE Key and Lock policy is indicated by your signature below.

|                               |       |           |      |
|-------------------------------|-------|-----------|------|
| Key Recipient Signature       | Date  |           |      |
| Department Head/Director Name | Email | Signature | Date |

**Forward completed form to:  
Key Control Office, Box 1039, Ext. 3200**

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----- For Key Control Use Only -----  
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Activation Date: \_\_\_\_\_ Override Date: \_\_\_\_\_ Override Date: \_\_\_\_\_