

Southern Illinois University Edwardsville
Facilities Management
AUTHORIZATION FOR KEYLESS EXTERIOR ACCESS

University ID: _____

Date: _____ Faculty Staff Student

Key Recipient:

			Art & Design	ADW (paint/draw)	ADE (studios)
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	
Barbara JK Nwacha	bnwacha@siue.edu	
Department Head/Director Name	Email	Signature
		Date

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

----- For Key Control Use Only -----

Activation Date: _____ Override Date: _____ Override Date: _____

Print Form