

**FACULTY AND STAFF**  
**EXTERIOR DOOR CHIP REQUEST FORM**

Print Name: \_\_\_\_\_ G# \_\_\_\_\_ Position: \_\_\_\_\_

Department Phone: \_\_\_\_\_ Department: \_\_\_\_\_

**Exterior Door Chip:** Individuals eligible for exterior door chips include faculty and staff (Students will not be granted access to exterior doors). Requests must be made using the **Exterior Door Chip Request Form** and approved by the Department Chairperson or Supervisor, Dean or Director and appropriate Vice-President. Individuals must show a compelling need to enter a specific building between the hours of 10:30 PM & 6AM which cannot be reasonably accommodated by the Campus Police.

**A fee of \$10 shall be charged for a lost chip/key. If lost chip/key results in increased cost to replace or repair the lock, this increased cost will be added to the fee. Payment for a lost key/chip must be made at the Business Office (Eder Hall 104). A paid receipt and a new Exterior Door Chip Request Form must be filled out and signed by the appropriate Chairpersons or Directors or Corresponding Dean. These items must be presented to the Key Access office (Poppewell Hall 103) before a new chip can be issued.**

**Building:** \_\_\_\_\_

**JUSTIFICATION:**

**AUTHORIZATIONS:**

\_\_\_\_\_  
Dept. Chairperson or Supervisor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Dean or Director:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Vice-President:

\_\_\_\_\_  
Date:

**NOTE: All Authorization spaces must be completed before request will be processed.**

\_\_\_\_\_  
**To be filled in by Key Distribution Office Only:**

Chip # Issued: \_\_\_\_\_ User Group: \_\_\_\_\_

Notes: