Key or Access Card Request Form

(please use a separate form for each person / key / card)

Details

Date: ……/...…../ ……..…

Name of person requiring Key or Card: ……
(Please print)

Staff or Student ID Number: …… ID Expiry Date: ……/...…./ ……..…

School or Section: …….. Phone No: ……

Position: ……
(General Staff Member, Academic Staff Member, Honours Student, Postgraduate Student, Undergraduate Student, AMC Industry Student)

Location and Access Details

Key: New: ☐ Replacement ☐
(List reason in comments)

Access Card: New: ☐ Replacement: ☐
(List reason in comments)
Existing: ☐

Key Stamping: ……
(Numbers and letters stamped into existing key "if available")

Access Card Number: ……...

Campus: ..……

Building Name: …… Grid Ref: ……..……
(If known)

Door / Rm Numbers: ……Days: ……..Times: ……..…
(M,T,W,Th,F,S,Su,ALL) (8am – 10pm, 24hrs)

Comments: ..…… ……

..…… ……

Head of School or Section Approval (Required)

Name: …… Signature: ……..……
(Please print)

Date: ……/...…../ ……..… Debit Account: .. *….. *……. .*…… *……

Internal Use Only (AMS)

Credit Account: .. *….. *…… *…… *…… $……...

Key Type: ……..…… Key Stamping: …….. Colour: ……

Card Type: …… Card Number: …….. Qty: ……

ID Checked: ☐ Checked by: ……..……..……..…
(Please print)

Collection Receipt (To be signed when collecting key or card)

On receipt of this key or access card, I agree to abide by the requirements of the Key and Access Card Policy.

Signature: ……..…… Date: ……/...…./ ……..…