



Saint Mary's University

Access Card Request

- * Key / Card must be signed for personally by the individual the key is issued to.
 - * Return the form to Facilities Management - facilities.management@smu.ca
 - * To replace lost or stolen keys / access cards, a separate lost/stolen key/access card report must be completed prior to issuance of replacement.
- Please attach that report with this key request.**

Building	Room #'s	Key Code #'s	Room(s) Used For What?

Requested for: _____

h FT Staff FT Faculty Other - Please Specify

PT Staff PT Faculty _____

) card Yes

If yes, report completed: _____

3 Department: _____

4 Department Phone #: _____

5 Contact E-mail: _____

6 Name of signing authority (please print): _____

7 Title of signing authority (please print): _____

8 Signature of signing authority: _____

9 **Date key/card to be returned (request form invalid without return date):**

For Office Use Only

University Security Authorization: _____ Date: _____
(dd/mm/yy)

ISSUED BY: _____ Date: _____

RECEIVED BY: _____ Date: _____
(dd/mm/yy)

2 Copies: (1) Facilities Management (2) Department