



Swipe Card Access / Key Request

DATE_____

NAME_____ EMAIL_____

BANNER ID NUMBER_____ PHONE _____

Last 8 digits of your Lobo ID Card (this is not your Banner ID)_____

Graduate Student ☐ Undergraduate Student ☐ Staff ☐ Faculty ☐

Supervisor or PI Approval (REQUIRED) _____

SIGNATURE

PRINTED NAME

☐ SWIPE CARD ACCESS

Normal access hours for the exterior doors are M-Sat 7:00am to 7:30pm

ROOM#	ACCESS TIMES	REASON FOR ACCESS	EXPIRATION DATE

☐ OFFICE/LAB KEYS (Department Chair signature required for all keys)

ROOM#	NAME	KEY NUMBER(S)	REASON FOR ACCESS

Dr. Susan Bogus Halter, Department Chair _____

Once your key request has been processed, you will receive an email notice with a link so you can schedule your appointment to pick up your key(s) at the UNM Lock Shop.

In the event of a lost or stolen key, the Lock Shop will hold you responsible, not CCEE. There is a \$10 fee for each missing key.

Email completed, signed form to civil@unm.edu