

Key/Badge Access Request

DATE _____

NAME _____ EMAIL _____

Banner ID Number _____ PHONE _____

Graduate ___ Undergraduate ___ Staff ___ Faculty ___ Currently employed with CCEE ___

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

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

ROOM#	NAME	KEY NUMBER(S)	REASON FOR ACCESS

This form will need to be submitted to Alysha Rangel or Heather Jones in order to grant badge access and process key requests.

For Office/Lab keys, once your key request has been processed, you will receive confirmation to go online at https://forms.unm.edu/forms/lock_shop_appointment and schedule your appointment to pick up your key at the UNM Lock Shop.

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