



CAMPUS POLICE DEPARTMENT

KERI SYSTEM

KEY ACCESS REQUEST FORM*

Last Name _____ First Name _____

Banner ID# _____ Department _____

Telephone/Extension Number: _____ **CARD NUMBER:** _____

YOU MUST PROVIDE ALL THE DIGITS AFTER THE DASH ON THE BACK OF YOUR ID CARD IN ORDER TO HAVE ACCESS TO ROOMS. The Digit #'s are on the back of your ID card. Look for the name SCHLAGE and the long numbers are after that.

EXAMPLE S37X1245746-003453

Your Card # will be: 003453

ACCESS RIGHTS REQUESTED: *(must specify room numbers)*

AUTHORIZED BY: _____
Signature of Department Chairperson/Director/Supervisor **Department**

*Return this form via inter-office mail, fax or directly to the Campus Police Office at any campus for activation. Chairs/Directors/Supervisors: if swapping rooms you must provide **(from and to) room numbers** so we can deactivate and activate properly. Please notify Campus Police if you or your staff no longer need access to certain rooms. Thank you for your cooperation.