

Affiliate Access Request Form



First Name: _____ Last Name: _____
Phone Number: _____ Alternate Number: _____
Company Name: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
Requester: _____ Requesting Dept: _____

Affiliation (please check one):

- Tenant – Business & Community Services
- Tenant – _____
- Intern – Department: _____
- Spouse/ Family Member
- Wellness & Recreation Center User
- Contractor – Project: _____
- Other: _____

Justification (why access is needed):

Access Request:	Building:	Room Number:	End Date: (required)
<input type="checkbox"/> Temporary Access	_____	_____	_____
<input type="checkbox"/> Temporary Access	_____	_____	_____
<input type="checkbox"/> Temporary Access	_____	_____	_____

Next Steps:

- If a brass key is being requested, the individual above will receive an email when their key is ready for pick up. They must bring a photo ID in order to be issued the key. Keys are located at the Facilities Management office.
- If requesting electronic access, the individual above as well as the requester will be emailed an affiliate number. The individual above will take that affiliate number to the Department of Residence office (Redeker Center) to have a picture taken for the affiliate ID card. **Any current UNI ID cards (if applicable) must be surrendered at the time of being issued the affiliate card.** Please note that electronic access can only be assigned after an affiliate ID card is issued and fully processed.

If you have any questions, feel free to email fmworkorders@uni.edu or call 273-4400.

Please send the original of this form to: FM 0189 attention: Facilities Management Facilities Access Office

Authorized by: _____
Dean/ Dept Head: _____ Phone: _____ Date: _____

Please Print Dean/ Dept. Head Name