

Non-University Employee Identification Card & Access Request Form

Revised 7/28/22

All fields are required. Form data must be typed (hand-written forms will not be accepted).

Section 1: Card/Key Holder to Complete This Section		
Card/Key Holder Name:		Company/Organization:
Cell Phone #:	Email:	Date of Birth:
Business Address:		

Section 2: BU Project Coordinator to Complete This Section			
Project/Purpose:		Start Date:	End Date:
BU Project Coordinator Name:		Email:	Today's Date:
Type of Request (check one or more):	<input type="checkbox"/> ID Card <i>(Include \$20 check made payable to Binghamton University and digital photo of cardholder)</i>	<input type="checkbox"/> Electronic Door Access <i>(ID card required)</i>	<input type="checkbox"/> Key Access <i>(If given access to keys in a KeyWatcher electronic key cabinet, then an ID card is required)</i>
Describe in detail the access required (including locations and days/times):			
BU Project Coordinator Signature:			

Section 3: Lock Shop to Complete This Section		
Check #:	Date Received:	Received by:
Lock Shop Notes:		

I, the undersigned, agree to the following:

Keys/ID cards must remain secured or under the issued party's personal possession and control at all times, and must only be used during designated work hours, to access authorized areas related to the project scope of work. Keys/ID cards must not be duplicated or lent or given to any other party. Access to secured areas may not be given to any party other than authorized personnel. Areas must be re-secured immediately after leaving the work area. If such access is authorized, keys removed from a KeyWatcher electronic key cabinet must be returned to the designated KeyWatcher daily upon completion of work and prior to leaving the building (or campus, depending on work location). Under no circumstances may keys be removed from the building or from campus. Any keys not returned to the KeyWatcher daily shall be considered lost. Damaged keys/ID cards must be reported and returned immediately to the Physical Facilities Lock Shop. Lost keys/ID cards must be reported immediately to the Lock Shop and the University Police Department and a police report must be filed. Keys/ID cards must be returned to the Lock Shop upon project completion or earlier if no longer needed, and no later than the End Date indicated above. Any extension beyond the End Date indicated above must be requested by the BU Project Coordinator in writing to the Lock Shop.

I agree to the above and to abide by University security policies, including the University Building Access Policy (Policy #416). I further understand and agree that any violation of this agreement, lost key, or failure to return a key may render me or my company/organization liable for the expense of a rekey for the affected area(s).

Card/Key Holder Name (print): _____ Signature: _____