



Card Access Request Form

Mailing Address:

Facilities Management - Access Control Center
1161 W. Samford Ave.
Auburn University, AL 36849

Physical Address:

Campus Green Parking Deck
425 Heisman Drive
Auburn University, AL

Contact us:

Phone: 334-844-9446
Fax: 334-844-9434
Website: www.auburn.edu/administration/facilities/
Email: 4access@auburn.edu

Please type this form, print, obtain required signature(s) and Fax to Access Control 4-9434

Requestor Information

Name	College/Office	Email
Building	Department	Phone

Please Provide Card Access to the Following:

Building Name	Room #	Type	Card Holder Name	GUID or Login Name	Banner #	Deactivation Date MM/DD/YYYY	Access Levels
---------------	--------	------	------------------	--------------------	----------	---------------------------------	---------------

Type
S = Student
G = Graduate Student
F/S = Faculty / Staff

Access Levels
Office hours allows access during office hours when school is in session .
24/7 allows access at any time when school is in session.
Holidays allows access 24/7 including holidays.
Gameday allows access 24/7 including holidays and gamedays.

Authorization

Authorized By _____ Signature _____
 Dean, Director, or Department Head (Print) Date _____

Authorization - Haley Center Only

Authorized By _____ Signature _____
 Haley Center Building Manager (Print) Date _____

Fax this signed sheet to Access Control (334) 844-9434
Office Hours: 7:30 AM - 11:45 AM & 12:15 PM - 4:00 PM Monday - Friday

This form must be filled out completely, failure to do so may delay processing time.
If you have questions please call (334) 844-9446