



NEW YORK INSTITUTE OF TECHNOLOGY

ACCESS REQUEST FORM

INSTRUCTIONS: Please fill out, get approval and when completed, send via email to servicecentral@nyit.edu. Once the keys are ready or card access granted, a member of the Facilities staff will leave a message to notify the person. The person must have a valid NYIT ID card to be issued keys at pick up. Spare keys will not be issued.

DATE OF REQUEST: _____ TYPE OF ACCESS: CARD ACCESS / KEY

NAME: _____ DATATEL ID# (if known): _____

STUDENT / STAFF / FACULTY

DEPARTMENT: _____ PHONE #: _____

BUILDING	ROOM NUMBER	KEY NUMBER (if known)

CARD ACCESS END DATE: END OF SEMESTER / END OF SCHOOL YEAR / OTHER _____

DEPARTMENT APPROVAL

DEAN OR DEPARTMENT CHAIRPERSON (print name) (signature/initials)

RECEIVED BY: _____ DATE: _____

(signature)

(print)