BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE
ACADEMIC BUILDINGS
KEYLESS ACCESS REQUEST FORM

Name (please print) _____ Tech ID/Student ID _____ Phone # _____

Signature (Key Recipient) _____ Date _____ **Disable keycard on:**

Department _____ Email address _____

Check boxes next to the buildings/doors the keycard holder will need to access:

- ☐ A.C. Clark Library
- ☐ AIRC
- ☐ Bangsberg Hall
- ☐ Bensen Hall
- ☐ Bridgeman Hall
- ☐ Central Receiving
- ☐ Decker Hall
  Room # _____
- ☐ Deputy Hall
  Room # _____
- ☐ Gillette Rec Center
- ☐ Hagg-Sauer Hall
- ☐ Heating Plant
- ☐ Hobson Lower Union
- ☐ Hobson Lower Union Door N
- ☐ Hobson Upper Union
- ☐ Jon Glas Fieldhouse
- ☐ Memorial Hall
  Room # _____
- ☐ Sattgast Hall
- ☐ Northwest Technical College
- ☐ Other

Supervisor Signature _____ Supervisor Name (Please Print) _____ Date _____

Classification (check box)

- Faculty ☐
- Staff ☐
- Other: ☐ _____
  - Bookstore
  - Temp/Part-Time
  - Contractor
- Adjunct ☐
- Student ☐
- Graduate Assistant ☐

Physical Plant Office Use:

Card Requested (initial and date) _____ Card Number _____ Access Added (date) _____