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|  | **Request for Key / Swipe Card** |

**Please send your request via electronic mail to:** **security@unitec.ac.nz**

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| **Details of Person Making Request**  |
| Name:       | Staff ID No.       |
| Permanent Staff [ ]  | Fixed Term Staff [ ]  | Casual / Hourly Paid Staff [ ]  |
| Department / Service Unit :       |
| Bldg & Room No.       | Extension Number:       |
| **Key / Swipe Card Details**  |
| **REQUEST 1**Key or Swipe card?Note: Not all buildings are fitted with swipe card technology. **KEY** [ ]  **SWIPECARD** [ ]  |
| If Key – provide grade where known e.g. CS1; A6.1 etc |  |
| Building & Room Number you wish to use Key / Swipe card for: |  |
|  |
| **REQUEST 2**Key or Swipe card?Note: Not all buildings are fitted with swipe card technology. **KEY** [ ]  **SWIPECARD** [ ]  |
| If Key – provide grade where known e.g. CS1; A6.1 etc |       |
| Building & Room Number you wish to use Key / Swipe card for: |       |
|  |
| **REQUEST 3**Key or Swipe card?Note: Not all buildings are fitted with swipe card technology. **KEY** [ ]  **SWIPECARD** [ ]  |
| If Key – provide grade where known e.g. CS1; A6.1 etc |       |
| Building & Room Number you wish to use Key / Swipe card for: |       |

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| **Administration Use Only** |
| Date Received: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Key Number: ­­­­­­­­­­­ ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ |