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

**Please send your request via electronic mail to:** [**security@unitec.ac.nz**](mailto: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: ­­­­­­­­­­­ ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ |