



CAMPUS CARD REQUEST FORM

Buff OneCard Office, N180 Center for Community

Requesting Department	
Department Contact	
Request Date	
Telephone	
Campus Box	
Speedtype (if dept paying)	
Dept Authorization Name*	
Dept Authorization Signature	

*Department authorization can be the appointing authority, department head, director or chair

REQUEST FOR GUEST/AFFILIATE ID/ACCESS CARD - \$5.00 each

Requesting department authorizes the listed guest/affiliate to be issued a Campus Guest Card. Guest or affiliate needs to present a photo ID like a driver's license or passport for verification. This card does not come with a bus pass. If more than one guest card is needed a list of names may be submitted along with this form.

Guest Name		
Guest Title		
Expiration (12 months or less)		
Payment	Guest pays	Dept pays

REQUEST FOR DEPARTMENT DOOR ACCESS CARD - \$5.00 each

This is a non-photo card, used for purposes like a checkout card for single-day guest key access to a lab or secure area. It may be valid for up to two years. Requesting department is responsible for securing, storing and logging of all cards issued from this request. Requesting campus department must contact Access Services at 303-735-6609 to activate these cards in the campus CCURE system before access can be added.

Quantity		
Date needed by		
Wording on Card		
Payment	Speedtype	IN
Expiration date		
Date produced:	Card numbers:	

Submit forms at boc@colorado.edu