INSTAAR SEEC Access Request and Key Request
(Use this form for exterior doors and physical key requests)

Today’s Date: ____________________________________________________________

Requestor’s Name: ________________________________________________________

Buff OneCard Number (Required): ____________________________________________

Email: __________________________________________________________________

Phone Number: ____________________________________________________________

PI/Supervisor: _____________________________________________________________

Access Requested:

_____ SEEC Exterior Doors

_____ Keys Requested for Offices

Office Numbers: ____________________________________________________________

Lab Access requires the use of the Lab Access Request Form (Form can be found on the INSTAAR website, under Current INSTAARs; Info for new INSTAARs.)

I understand that all keys are property of the University of Colorado and must be returned upon request or upon termination.

Requestor Signature: ______________________________________________________

Date: ____________________________

PI Signature (Required): ____________________________________________________

Date: ____________________________