Biology Key Permit Application Form

Name: ____________________________

Last Name: ________________________
First Name: ________________________
Home Department: __________________

Email: ____________________________
Phone: ____________________________
Student #: _________________________

Please check if you are:

☐ Grad Student   ☐ MSc   ☐ PhD
☐ Post Doc Fellow   ☐ Research Associate
☐ NSERC Undergrad   ☐ B499
☐ TA
☐ Working / Visitor

Supervisor: ________________________
Supervisor’s Signature: ________________________

** Please Note: Undergraduate students (TAs and / or B499, NSERC Undergrads) will not be issued a building key for security reasons.

Start Date: ________________________
End / Expiry Date: ________________________
(Month/Day/Year)   (Month/Day/Year)

Keys required for (provide room numbers and add corresponding Key Codes):

Room #(s) ________________________
________________________
________________________

Key Code(s ) ________________________
________________________
________________________

$25 Deposit

1. There is a $25 deposit required for keys, payable at the Student Accounts/Cashier’s Office in Needles Hall (NH 1110).

2. Please submit the application form with the Purchasing/Finance Assistant in ESC 350. The Purchasing/Finance Assistant will complete a cash receipt for you to take to Student Accounts in Needles Hall. Once your key deposit is paid, return to the Department to pick up your key permit. Your key permit should be ready for pick up no later than 24 hours after drop off. Go to Key Control (GSC adjacent to DC) with the white copy of the key permit to pick up your keys.

3. All keys must be returned to the Department by the Expiry date. Should keys be required beyond the expiry date, the student’s supervisor must contact the Department for an extension by email.

4. If keys are lost or stolen please report it to the Department in writing. If you lose your keys you will forfeit your deposit. Replacement keys may not be issued.

5. Keys are issued for the applicant only. Do not transfer your keys. Do not duplicate or permit others to access restricted areas.

Revised 12/21/2012