

Location Access Request Form

for Room Keys and Building Access via YC ID Card or Mobile ID

Request for (Name): _____ Department: _____

Employment Type: Staff ____ Faculty ____ Adjunct ____ Date of Request: _____

Phone Number: _____ Email: _____

- * Does the employee already have a physical YC ID Card or Mobile ID _____
- * If not, has the employee been instructed to upload a photo through their YC Portal? _____
- * What Building Access is needed on ID Card/Mobile ID: _____

- Key Request for Location(s): *Do Not Use Key Number*

Building #: _____ Room #: _____

Building #: _____ Room #: _____

Building #: _____ Room #: _____

Building #: _____ Room #: _____

Building #: _____ Room #: _____

- Cabinet/Desk/Drawer _____ *List Key Core number(s)*
- Other Key(s) Types _____

Approver Name

Approver Signature

Facilities Director, David Laurence _____

Please notify employees that per policy 6.03 the replacement fee for lost keys is \$50 per key and \$25 per keycard
Approval required by Dean, FAS Director, Assoc VP or Executive Leadership Team member

Return completed form to facilities@yc.edu, please do not send through interoffice mail.

To view Location Access Request Procedures and Lost Key Procedures please visit <https://www.yc.edu/v6/facilities/>

Please call Facilities Management Main phone with any questions. 928-776-2180 Thank you.