

851 S. Morgan St. (MC 152)  
1120 Science and Engineering Offices  
Chicago, IL 60607

**KEY REQUEST AND BUILDING ACCESS**  
Please complete this form and submit it to  
csbusiness@uic.edu

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ UIN # \_\_\_\_\_

Choose Personnel Type

a) Key(s) requested: indicate room number(s)\*

Room No. \_\_\_\_\_ Key No. \_\_\_\_\_ Faculty in Charge: \_\_\_\_\_

Room No. \_\_\_\_\_ Key No. \_\_\_\_\_ Faculty in Charge: \_\_\_\_\_

Room No. \_\_\_\_\_ Key No. \_\_\_\_\_ Faculty in Charge: \_\_\_\_\_

**\*If you do not return your keys by the due date, a hold will be placed on your account indefinitely until all keys have been returned. Account hold will prevent any future registration and may prevent transcript purchase requests. THIS ONLY APPLIES TO STUDENTS.**

You are responsible for the keys listed above. If keys are lost, you will be required to pay for all replacement keys and lock changes.

b) Building Access: please check one

SEO expiration date \_\_\_\_\_

ERF expiration date \_\_\_\_\_

SEL expiration date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Authorization

\_\_\_\_\_  
Date