

CARD KEY ACCESS REQUEST FORM
 Please fill out one request for each level of access
 (more than one person may have the same level)

Name of Contact (person making request):		
Department:	Extension:	
Reason for request (function):		
Area(s) of access requested Please be specific below:		
Building:	External only _____	All internal doors _____
Door:	Door:	Door:
Door:	Door:	Door:
Building:	External only _____	All internal doors _____
Door:	Door:	Door:
Door	Door:	Door:
Provide access for (Name)	Oxy ID #	
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
How often is access needed (how many times per week/month/semester; during what hours)?		

Mail to the Campus Card Office/Hospitality Services, attention: Diana Cevallos or submit electronically to cardoffice@oxy.edu