## PRELIMINARY KEY REQUEST FORM

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Full Legal First Name and Middle Initial:</th>
</tr>
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<tbody>
<tr>
<td>CSU ID Number:</td>
<td>Email:</td>
</tr>
<tr>
<td>Your Office Room Number:</td>
<td>Your Office Phone Number:</td>
</tr>
</tbody>
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### Room Number of Metal Keys You Are Requesting:
- Key Card Clearance(s) You Are Requesting:
  - [ ] Chemistry ARC B115 XRD*
  - [ ] Chemistry ARC B2 600 NMR*
  - [ ] Chemistry ARC Basement Main Lab*
  - [ ] Chemistry ARC C2B Helium Liquefaction*
  - [ ] Chemistry ARC C3A Magnetic Properties Lab*
  - [ ] Chemistry ARC C3E 500 NMR*
  - [ ] Chemistry ARC C4 XPS/XRD Lab*
  - [ ] Chemistry Main-Lobby Entry
  - [ ] Other ____________________________

- Key Card Clearance(s) You Are Requesting:
  - [ ] Chemistry RB Building Entry
  - [ ] Chemistry RB 1st Floor (includes RB Building Entry)
  - [ ] Chemistry RB 2nd Floor (includes RB Building Entry)
  - [ ] Chemistry RB 3rd Floor (includes RB Building Entry)
  - [ ] Chemistry RB 4th Floor (includes RB Building Entry)
  - [ ] Chemistry RB ARC 109 Main Lab*
  - [ ] Chemistry RB ARC 204L SCD*
  - [ ] Other ____________________________

*ARC Staff approval is required for ALL ARC clearances PRIOR to form submission.*

### CSU Affiliation:
- [ ] Faculty
- [ ] Postdoc (if non-Chemistry) Department ____________________________
- [ ] Staff
- [ ] Graduate Student (If non-Chemistry) Department ____________________________
- [ ] Other Affiliation ____________________________

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**Date**

Signature of Faculty Advisor, Supervisor, or Responsible Party AND Printed Name

RETURN FORM VIA EMAIL TO: cindy.ungerman@colostate.edu