**Key Request Form**

**Biological Sciences, Wettaw and SLF**

Key requests must now be submitted via this form. Please fill out and return to BiologyKeys@nau.edu. Please use the term ‘*Key Request’* in the subject line-failure to do so may cause a delay in fulfillment.

*IMPORTANT –Due to staffing limitations Key requests will now be processed once a week. Requests will now take up to 5-7 business days to process if the keys are on hand. If we have to make requests to facilities for new keys to be made it will take up to an additional 5 business days.*

Once your keys are ready we will notify you that it is available for pick up in your biological sciences mailbox.

**Please fill out a separate form and submit a separate email for each building**

**you are requesting access.**

Last Name: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

ID Number: Click or tap here to enter text.

Building: Click or tap here to enter text.

Room #s requested: Click or tap here to enter text.

Authorizer (Faculty or Staff): Click or tap here to enter text.

Authorized Signature Click or tap here to enter text.

 (Email confirmation is sufficient as well)