

**ACCESS REQUEST FORM**

<b>Return to: MUFSC Security Office</b> W200E MUFSC West Wing			Phone: (304) 691-8966 Fax: (304) 691-8928			
Last Name:			First Name:		MI:	
Social Security #:			<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other			
<b>Access Information – Security Officer’s Use Only</b>				<b>MUFSC Internal Use Only</b>		
Building Name	Code Number☆	Security Officer’s Signature	Date	Issue #	Keycode	Date
<b>IMPORTANT NOTICE</b> All keys/passcards are the property of the State and will not be loaned, borrowed or transferred without the MUFSC Security Officer’s approval. Lost or stolen keys/passcards must be reported to the MUFSC Security Officer as soon as possible.						
<b>KEY HOLDER’S AGREEMENT</b> By my signature below, I agree to all the following terms: 1. The key/passcard described herein remains the property of the State. 2. The key/passcard is entrusted to me for my exclusive use – I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person. 3. I will report its loss, theft, or destruction immediately to my department and to the MUFSC Security Officer. 4. When I terminate employment, graduate, or no longer need this key, or upon demand by the MUFSC Security Officer, I will return it promptly, in person, and ONLY to the MUFSC Security Officer or Director. 5. If the key/passcard becomes lost, stolen, or otherwise not available for return, I agree to all the following terms: a. I will pay the current key/passcard replacement fee; b. I will, if required, pay the cost for re-keying all affected locks; c. Processing of payment of my retirement refund and other entitlements may be delayed; d. My grades may be withheld, in accordance with MU’s Student Handbook; e. A disciplinary reprimand may be entered in my permanent personnel record; f. The University may bring civil or criminal proceedings against me for theft of State property.						
<b>Note: The original form will be sent to the Security Officer and copies retained by both the department and the key/passcard holder.</b>						
<b>Key Holder’s Signature</b>			<b>Supervisor’s Signature</b>		<b>Date</b>	

☆Please choose from the list below.

<b>Key Codes</b>	<b>Key Access Location</b>
<b>1</b>	Front Alarm Box
<b>5</b>	Main Gate & Annex Gate
<b>7</b>	MUFSC Front Door
<b>12</b>	MUFSC Interior Offices
<b>13</b>	CSH Outside Rear
<b>14</b>	CSH Inside Rear
<b>15</b>	CSH Kitchen
<b>20</b>	EW Exterior by Generator
<b>22</b>	Annex: DNA Lab, Classrooms, Conference Room, Stairwells
<b>28</b>	Annex: 3 <sup>rd</sup> Floor WVSP Lab
<b>29</b>	Annex: 2 <sup>nd</sup> Floor DNA Lab & Office
<b>30</b>	Annex: 2 <sup>nd</sup> Floor Conference
<b>31</b>	Annex: 2 <sup>nd</sup> Floor Break Room
<b>32</b>	Annex: 2 <sup>nd</sup> Floor Lab & Office (215A/217A)
<b>33</b>	Annex: 2 <sup>nd</sup> Floor Lab & Office (219A/221A)
<b>34</b>	Annex: 2 <sup>nd</sup> Floor Lab & Office (223A/225A)
<b>50</b>	Fairfield Building – 3 <sup>rd</sup> Floor – top
<b>51</b>	Fairfield Building – 3 <sup>rd</sup> Floor – bottom
<b>--</b>	Other, Please Specify:

<b>Passcard Codes</b>	<b>Passcard Reader Location</b>
<b>A</b>	Main Gate
<b>B</b>	MUFSC Main Entrance
<b>C</b>	West Wing Lobby Door
<b>D</b>	CODIS Lobby Door
<b>E</b>	CODIS Double Doors (to West Wing)
<b>F</b>	Glass Wash
<b>G</b>	PCR Lab
<b>H</b>	Prep Lab
<b>I</b>	Processing Lab
<b>J</b>	Evidence Storage
<b>K</b>	Laundry/Telecom/Sever Closet
<b>L</b>	Computer Forensics Lab
<b>M</b>	MUFSC Annex Main Door (Parking Lot)
<b>N</b>	MUFSC Annex Courtyard Door (from MUFSC main building)
<b>O</b>	WVSP Digital Forensics Unit, 3 <sup>rd</sup> Floor Annex