PROXY/SWIPE CARD ACCESS REQUEST FORM

Department: _____ Date: _____

Department Authorization: _____

Department Contact: _____ Ext. #: _____

Proxy/Swipe Card Access Requested for: Faculty ☐ Staff ☐ Student ☐ Other : _____

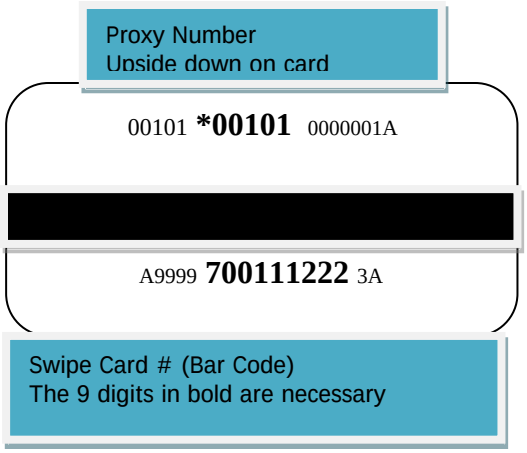
NOTE: All Students and Visitors must have a de-activation date.

First Name	Last Name	Building	CRN Elevator/Stairwell Yes/No	Proxy Card #	Swipe Card #	Deactivation Date

Do not punch holes in the Proximity Card, as it will deactivate the censor. There will be a fee to replace the card.

All students with access to labs must have a signed statement, that they have completed the appropriate level of safety course(s) before card access to the building is granted. These forms are to be kept within the individual departments' files. Once this form is completed Facilities Management will understand that all appropriate documentation has been received and approved.

Please allow 2 – 3 days for activation.
The request form can be e-mailed to: Keys.And.Swipe@BrockU.ca or it can be sent through interoffice mail to Facilities Management.

Isonas Proxy Card System is in place for the Cairns Family Health and Bioscience Research Complex. Please make sure that your staff and students obtain the **PROXY CARD** from the **One Card Office**.

The Isonas Proxy Card System is also in place for several entrances In Mackenzie Chown.
Exterior door locations are:
MC B Block Entrance (by the MC A Block Joint)
MC H Block Entrance (by the joint entrance by MC F-H-G)
CCOVI Entrance