



Electronic Door Lock: Access Request Form

- for up to 10 people -

Academic and Non-Residential Buildings

Requestor Name: _____ **Date:** _____

Department: _____ **Position:** _____

Phone/Ext: _____ **Email:** _____

Purpose for Request: _____

Department Head (Approval) Name: _____

Department Head Signature: _____

Approval Signature is Required

Who will be receiving access?

If giving access to more than one person, include all names and info on additional sheets. Note: If requesting for more than 10 people please use the large group form instead: 'Lock Access Request Form_Large Group.pdf'.

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

ONITY Door Template Name: _____

a. Activation Date: _____

b. Expiration Date: _____

c. Additional ONITY Door – Template Name: _____

i. Activation Date: _____

ii. Expiration Date: _____

SALTO Door: _____

d. Activation Date: _____

e. Expiration Date: _____

f. Additional SALTO Door: _____

i. Activation Date: _____

ii. Expiration Date: _____

Additional Names (for access to the same doors)

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

Additional Names (for access to the same doors)

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

First Name: _____

Last Name: _____

ID Number: _____

I understand that:

I am responsible for my ID card (that will act as an electronic key) and I will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Signature: _____

To submit - email the completed and signed form to: onityaccess@sandiego.edu

Questions? Contact Campus Card: (619) 260-5999, University Center 127