

Date

BUILDING ACCESS REQUEST FORM

Technology Center Users: Complete Part 1 and Part 2A. Then, email this form, a photo of yourself, and copies of the signed Facilities Use Agreement and Lab-specific User Agreement to the Technology Center Administrator or Director responsible for your training. The Technology Center will request the access card when training requirements have been completed.

Laboratory Tenant: Complete Part 1 and Part 2B. Then email this form along with a photo of yourself to Security@CNSI.UCLA.EDU and cc: your PI. Card requests without the PI on cc: will not be processed.

Lost or Broken Card: Please email Security@CNSI.UCLA.EDU with your name and UID number if applicable.

PART 1: USER INFORMATION (Required)

Request Type: <input type="checkbox"/> NEW CARD <input type="checkbox"/> REPLACE BROKEN/LOST CARD <input type="checkbox"/> RENEW EXPIRED CARD <input type="checkbox"/> ADD ACCESS			
First Name	Middle Initial	Last Name	Existing Card Number*
Company/University (If not UCLA)		Home Department	Job Title
Lab/Office in CNSI	UCLA UID (if applicable)	Phone Number	
Email			
CNSI Collaborator/PI/Lab Supervisor Name			
CNSI Collaborator/PI/Lab Supervisor Email			
Alternate Contact/Assistant Name (Optional)		Alternate Contact/Assistant Phone (Optional)	
Alternate Contact/Assistant Email (Optional)			

* Card number is the five digit number on the back side of access card.

PART 2: LOCATIONS (Required)

A) Technology Center Training Requested for: <input type="checkbox"/> Advanced Light Microscopy Spectroscopy Lab <input type="checkbox"/> Electron Imaging Center for Nanomachines <input type="checkbox"/> Integrated NanoMaterials Lab <input type="checkbox"/> Integrated Systems Nanofabrication Cleanroom <input type="checkbox"/> Macro-Scale Imaging Lab <input type="checkbox"/> Molecular Screening Shared Resource Lab <input type="checkbox"/> Nano & Pico Characterization Lab	B) Request Access to: <input type="checkbox"/> Other Labs/Rooms:
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PART 3 (For Supervisor or PI only)

Start Date (Immediate if left blank)	End Date
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This request will be processed within 3 business days. Requests are subject to the approval of the Technology Center Director or PI. An email will be sent to the address listed above with notification that the changes were made or that the new access card is ready to be picked up at the CNSI reception desk.

If you have questions, please contact Security@CNSI.UCLA.EDU.