

Key Holder Name (please print)

Rev 12/24

University Affiliate Key & Building Card Access Request Form

Submit completed forms to workcontrol@sjsu.edu

University Affiliate Key/Card Holder Applicant Information		
A university affiliate is defined as an employee (including auxiliary employees), volunteer, a person of interest, and contractor/vendor (including their employees) who have a business relationship with the university which requires them to access physical space at university properties.		
Affiliate Last Name Affiliate First Nam	Tower Card ID (if affiliate ha	has one)
Affiliate Department /College/Company A	Affiliate Email (Required)	_
SJSU Appropriate Administrator (AA) or Sponsoring SJSU Manager Name SJSU AA or Sponsoring SJSU Manager Tower card ID		
Request Type: Employee Student	Contractor/ Volunteer Other:	
Request Type – Check all that apply		
New Key New Card Modified Electronic Access Plan Replacement Key/Card (Requires lost key form to be completed)		
Building Access – Fill out all applicable fields		
Electronic Access Card Only	FD&O Use Only	
,	te Returned FD&O Initials Space Resource Manager Approval (Upon issuance) (Upon issuance)	
		<u> </u>
	O Use Only Key Returned FD&O Initials Space Resource Manager Approval Key holder Initials	
	Date (If space is managed by another department) (Upon issuance	ice)
SJSU Appropriate Administrator or Sponsoring SJSU Manag		
As the appropriate administrator/sponsoring SJSU manager for this request, I had card access or keys for the facilities listed to the individual named above. I have		
with their possession of electronic card access and keys as partially noted below		
Appropriate Administrator/Sponsoring SJSU Manager Name	Signature Date	
Access Card/Key Holder Acknowledgement of Responsibili	ties & Acceptance of Access (signed upon issuance)	
1. University issued Tower Cards are required for issuance of any keys or gran		
approved in advance of the request by the Sr. Director of Maintenance & Operations. Keys/ access cards issued to non-SJSU affiliates require sponsorship whereby keys/access cards are issued to a university manager who is responsible for their return.		
 Electronic access is provisioned to the most recently issued Tower Card only. All previously issued cards will be deactivated. 		
3. Ensure you have your keys/access card on your person at all times. Generally, FD&O does not provide locking or unlocking services.		
4. Keys/access cards are designed to be utilized by the individual to whom they are issued. Sharing keys/access cards is strictly prohibited. Do not		
prop building or room doors open at any time to allow access by others.If your keys/access card are lost or stolen, please call FD&O Customer Service	ce immediately at (408) 924-1990, so that your access card can	ı be
deactivated and campus security risk level assessed. There may be a replace	cement fee for lost keys/access cards.	
6. California Penal Code Section 469 prohibits unauthorized making, duplicating	ng, and unauthorized use or possession of keys to public building	ıgs.

Key Holder Signature

Date