UNIVERSITY OF MARYLAND

**Room ID Card Access Request
Building/ Department of Psychology**

> *****ARE YOU AN EMPLOYEE, A STUDENT OR AN AFFILIATE (APPOINTMENT PROCESSED THROUGH PARYOLL) WITHIN THE DEPARTMENT OF PSYCHOLOGY? IF NO, PLEASE CONTACT THE PSYC PAYROLL OFFICE TO BECOME AN AFFILIATE BEFORE BUILDING ACCESS CAN BE GRANTED)*****

Name: _____
(Please print)

UID # ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Date: _____/_____/_____

Email Address: _____

Building: (check one) ☐BPS ☐Cole ☐Chincoteague Hall (3111) ☐Hornbake

Affiliation w/ Department (check one): ☐Faculty ☐Undergraduate RA for course credit
☐Staff *what course: _____
☐Graduate Student ☐Undergraduate paid RA
☐Other/Non-Paid Affiliate (list details below)
_____

Access Area (please list room numbers):
_____

Do you need building access on weekend or evening to complete assigned duties? Check one: ☐Yes ☐No

Reason for Access:_____

Date access should be terminated: _____
*Must provide end-date or else access will expire at the end of the semester.

User Signature:_____

Supervisor or Advisor signature (Only required for students):_____

Printed Supervisor or Advisor name:_____

> **Please complete this form in its entirety. Incomplete forms will be returned**

****

For Office Use Only

Departmental Approval Signature: _____
Date Activated: _____/_____/_____
Date Deactivated: _____/_____/_____