

INSTRUCTIONS

- Form must be filled out electronically or with ink (no pencil).
- Once all signatures have been obtained, visit <https://idn01.fit.edu/> to enter a Facilities Service Request. Attach this completed authorization form in PDF format to the request.
- For tenants and contractors requiring keys, please be sure to obtain a 900# via the [Guest-Volunteer Role form](#).
- If this is a lost key, you must include a Security Incident Report.
- Card key access is not requested on this form. Card access is requested at: apps.fit.edu/doors/list_doors.php

Request # and Initials (Facilities Operations use only)

Date _____ ID # _____

First Name _____ Last Name _____

Job Title _____ Department _____ Extension _____

Check if New Employee Position: Academic Staff Student No Affiliation

If adjunct or GSA, note expiration date _____

Bldg # (3 alpha/3 numeric)	Room #	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: Keys are only issued or released to end users. All unclaimed keys will be returned to the locksmith after 30 days.

APPROVALS

_____ Supervisor/Department Signature	_____ Print	_____ Date
_____ Dean/Vice President Signature	_____ Print	_____ Date
_____ Director of Facilities Operations Signature	_____ Print	_____ Date

Upon Facilities Operations receipt of this properly completed form, keys may be available for issuance within approximately five business days, pending verification of authorization.