Building/Office Access Request  
Computer Science Department  
North Carolina State University

Name: _____________________________________________________________________________  
(Please Print)

Phone #: _____________________  E-mail: _______________________   ID#: _________________***  
***ATTACH A COPY OF FRONT & BACK OF YOUR CAMPUS ID CARD WITH THIS FORM***

Faculty/Staff  □  Visiting Faculty  □
Temporary Employee  □
Student  □  Graduate  □  Undergraduate  □

Building needing access to:    Room Number(s) needing access to:

□ Lampe               _____________________________________
□ Engineering Building II (2)   _____________________________________
□ Engineering Building III (3)   _____________________________________
□ MRC      _____________________________________
□ Venture IV (4)    _____________________________________

Expiration Date of Appointment: ___________________________________________  
(Date)

Approved by: ___________________________/___________________________________  
(Printed Name)    (Signature)

Date Issued: ___________________________  Key Returned: ___________________________  

Key #: _______________________________  Card #: _________________________________

By signing below I acknowledge that I have received the key(s) and/or access on the Wolfpack One Card  
listed above. I understand that I am solely responsible for these items and if I do not return the key(s) (if  
applicable), my final grades will be held. It is my responsibility to check in each semester before the last  
day of class if I will continue to need the key(s) and/or access on the Wolfpack One Card for the next  
semester. Failure to check in will result in deactivation of the Wolfpack One Card access. In the event  
the Wolfpack One Card is lost or damaged, I understand the replacement cost will be $20.00 AND I  
WILL BE REQUIRED TO PAY THIS FEE AT THE WOLFPACK ONE CARD OFFICE located in the  
Talley Student Union.

__________________________________________   _____________________________
Signature         Date

Revised 8/16/2022