



Request for ID Card or Door Access For Non-student/Non-employee

Signatures of department head and appropriate Vice-President or Dean are required. Send the completed application to the Director of Campus Safety. Allow 5 business days for processing.

Sponsoring Department:

Contact Person:

Phone number:

E-mail address:

Name of Guest:

Relationship to University:

This request is for an ID card: *yes* *no*

This request is for building access: *yes* *no*

Which building(s)?

What days/hours?

Expiration date (*no longer than one academic year*):

Please state the exact task that requires granting this person ID card or door access privileges:
(Attach additional sheets if desired).

Please describe how this person is affiliated with your department and his/her work with the Willamette University community.

Payment of fees:

\$10 card fee *guest* *department* account #

\$15 background check *guest* *department* account #

Signature of sponsoring Department Head_____

Signature of area Dean or Vice-President_____

Signature, Director of Campus Safety_____