

Building Admittance Authorization Form

Instructions For Use

- This form must be completed in ink. No corrections or changes will be accepted
- This form must bear the signature of the Division Head.
- This form is for admittance for the person named below and valid one time only.
- Authorization for groups must be obtained by a memo to Public Safety signed by the responsible faculty member and the Division Head.
- This form must be given to the Public Safety representative before admittance. Truman ID is required.
- Card holders should call Public Safety (785-4176) after confirming that the room or the building is locked.

Please admit _____

Individual Name

Location _____

Building Name and Room Number

Date and Time _____

Specific Date and Time for Admittance

Responsible Faculty Member (please print):

Signature of Division Head and Date:

Required Signature

DPS Signature _____ Date _____

Badge Number and Name

DPS Personnel retain the completed form and return the form to DPS to 702.