

**Building Admittance Authorization Form**  
**Valid for ONE-TIME ADMITTANCE**

**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 Dean/Department 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 Dean/Department Head.
- This form must be given to the Public Safety representative before admittance.

**Truman ID is required.**

- Card holders should call Public Safety (660-785-4176) after confirming 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 Dean/Department 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.**