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.

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.