

**THE UNIVERSITY OF TEXAS AT DALLAS
BUILDING ACCESS AUTHORIZATION FORM**



Form 1058

*Indicates required fields.

Access should be granted within 48 hours of receipt of form.
The form will be returned if not properly completed or approved.

LAST NAME* _____ FIRST NAME* _____ EXT _____ UTD ID* _____

DEPARTMENT / SCHOOL / DIVISION* _____ M/S _____ COMET CARD #* _____
(5 OR 6 DIGIT NUMBER ON BACK OF CARD)

CONTACT NAME* _____ CONTACT NETID* _____ M/S* _____ EXT* _____ GRANT NEW ACCESS
REVOKE CURRENT ACCESS

AREA OF STUDY _____ FACULTY STAFF OTHER* STUDENT CLASS LEVEL GRAD UNDERGRAD

FOR NEW ACCESS REQUESTS, EFFECTIVE DATE SHOULD REFLECT DESIRED START DATE FOR ACCESS.

FOR REVOKING ACCESS, EFFECTIVE DATE SHOULD REFLECT END DATE.

IF NO FORM IS SUBMITTED TO REVOKE ACCESS, USER WILL CONTINUE TO HAVE ACCESS UNTIL UTD PD IS NOTIFIED BY DEPARTMENT/HR.

BUILDING	EXTERNAL DOOR NUMBER OR LOCATION	INTERNAL DOOR NUMBER OR ROOM NUMBER	ACCESS TIMES			EFFECTIVE DATE*
			WEEK DAYS	TIME	HOLIDAYS	

BE SPECIFIC Not all offices are available during business hours. Many buildings are closed on weekends and holidays.

SPONSOR OR LAB DIRECTOR APPROVAL REQUIRED FOR INTERNAL DOORS.

SPONSOR/ LAB DIRECTOR _____ DATE _____ EXT _____
(Typed or printed name of sponsor/director)

SIGNATURE _____ E-MAIL _____

DEAN OR VICE-PRESIDENT APPROVAL REQUIRED FOR EXTERNAL DOORS.

DEAN/ VICE-PRESIDENT _____ DATE _____ EXT _____
(Typed or printed name of dean/VP)

SIGNATURE _____ E-MAIL _____

- For complete instructions, view http://www.utdallas.edu/police/building_access.html
- Some departments (including ECS, NSERL, Information Resources, and Residential Life) control door access for their areas. If you are uncertain who controls access for a specific door, contact the UT Dallas Police Department at 972-883-2222 or doors@utdallas.edu.
- Contact the UT Dallas Police Department for door entry problems and Special Events.