

APPLICATION FOR RFS GATE CARD, BUILDING KEY OR ROOM KEY

Richmond Field Station Operations Office University of California

Return completed form, with payment, to the RFS Operations Office, B478, or email to khetzner@berkeley.edu. If you have any questions, please call (510) 665-3401. Thank you.

Name (<i>please print</i>):	Email (<i>please print</i>):
Dept/Tenant/Student Club:	Phone:
Status (<i>choose one</i>):	Faculty/Staff Student Tenant Contractor Visiting Scholar
Applicant's Signature: _____	Date: _____ CA Driver's License or Photo ID #: _____
<p>All staff, students, faculty and tenants are required to complete a brief electronic training about the history of the Richmond Field Station. Please follow the instructions located at: http://rfs-env.berkeley.edu/about.html#Working. For questions contact ehs-ep@berkeley.edu.</p>	
Applicant's Signature: _____	Date Completed: _____
<p><i>For security reasons, please do not lend gate cards, keys or gate keypad codes to anyone else. If you have visitors, you must let them in or inform UCPD Dispatch, in advance, by calling (510) 642-6760.</i></p>	

Gate Card Request: Cost \$12.00 <i>(Active one year from date of issue. Must be reactivated every year).</i>	Gate Pass: Yes No
Key Request: Cost \$10.00 per/key	BLDG: _____ Room No.: _____ BLDG: _____ Room No.: _____

Payment Method: No Cash. Department will be recharged using the information provided below.

Checks: Payable to UC Regents

Chartstring	BU	BFS Acct	Fund	Org	Prog	Project	Flex
Check	Check #:			Date:		Initial:	

AUTHORIZATION: I hereby authorize RFS to recharge the chart string provided.

Signature of Approver	Date	Print Name of Approver	Phone #
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For RFS Staff Use Only

CDL/Photo ID / UC Berkeley	Verified by: _____	Date/Initial: _____
	Gate Card Issued: _____	Date/Initial: _____