

Contractor Company: \_\_\_\_\_

# NIST & NTIA ACCESS REQUEST FORM

NAME: \_\_\_\_\_ NIST/NTIA MAIL CODE: \_\_\_\_\_

ROOM/PHONE: \_\_\_\_\_

ACTION (Check One):       ADD                                       REPLACE

TYPE (Check One):               FEDERAL EMPLOYEE       CONTRACTOR       GUEST  
RESEARCHER

CITIZENSHIP (Check One):     UNITED STATES                       FOREIGN NATIONAL)

DUTY HOURS (Check One):     BUSINESS HOURS (6:00 am to 6:00 pm)     24 HOUR ACCESS  
(If both Foreign National and 24 Hour Access is Checked, Complete Back of Form)

PERIOD OF VISIT: From \_\_\_\_\_ to \_\_\_\_\_

USER GROUPS:

- BLDG. 1** (All exterior doors to Bldg. 1)
- BLDG. 2** (All exterior doors to Bldg. 2)
- BLDG. 4** (All exterior doors to Bldg. 4)
- BLDG. 5** (All exterior doors to Bldg. 5)
- NOAAEXT** (After Hours Access to all exterior doors of the David Skaggs Bldg)\*
- BLDG. 22** (All exterior doors to Bldg. 22)
- BLDG. 24** (All exterior doors to Bldg. 24)
- BLDG. 25** (All exterior doors to Bldg. 25)
- BLDG. 26** (All exterior doors to Bldg. 26)

Interior Rooms to be Accessed: \_\_\_\_\_

**\* JUSTIFICATION FOR AFTER HOURS ACCESS TO THE DAVID SKAGGS BLDG:**

AUTHORIZING OFFICIAL:

Name/Title:	Signature:	Date:
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MRSO SECURITY APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

(For Non-Federal Employees & David Skaggs Bldg. Only) Wendy Monroe, MRS, x5198, Rm. 1-4508

**EMERGENCY CONTACT:**

NAME:	DAYTIME PHONE NUMBER:
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SIGNATURE: \_\_\_\_\_

This signature certifies that the above named Federal employee/Affiliate has received his/her PIN number/ID to access the exterior doors and if needed, access controlled, interior rooms at 325 Broadway, Boulder, Colorado. Federal employee/Affiliate agrees to keep his/her PIN number/ID confidential.