Print Form

Rev. 5/07

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)
☐ **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)
☐ **NOAAEXT** (After Hours Access to all exterior doors of the David Skaggs Bldg)*

Interior Rooms to be Accessed: _____

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

AUTHORIZING OFFICIAL:

Name/Title:	Signature:	Date:

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:

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.