MECHANICAL/METAL KEY REQUEST FORM  
University of California, Berkeley  
Etcheverry/Hesse Halls – Mechanical Engineering

THIS FORM IS FOR METAL KEY REQUESTS ONLY. PLEASE USE THE CARDKEY APPLICATION (PURPLE FORM) FOR CARDKEY ACCESS REQUESTS.

BRING COMPLETED FORM, CAL ID, AND CHECK/MONEY ORDER DURING KEY HOURS (MON – THU 9:00 A.M. – 11:00 A.M.) TO 6195EH FOR PAYMENT PROCESSING, AND THEN PROCEED TO 6171EH TO OBTAIN ACCESS

CIRCLE ONE: ETCHEVERRY OR HESSE  
(A separate form for each bldg is required)

LAST NAME, FIRST: ____________________________  
PHONE: ____________________________ E-MAIL: ____________________________

START DATE: ____________________________ EXPECTED TERMINATION/GRADUATION DATE: ____________________________

PLEASE CHECK ONE:  
☐ Faculty (no deposit req’d) ☐ Staff (no deposit req’d) ☐ Visiting Professor (no deposit req’d)  
☐ Graduate ☐ Undergrad ☐ Post Doc (no key refunds) ☐ Visiting Scholar (no key refunds)  
☐ Volunteer/Affiliate (no key refunds) ☐ Visiting Student Researcher (no key refunds)  
☐ Visiting Student/Univ. Extension Student (no key refunds) ☐ Other (PLEASE SPECIFY: ____________________________

REQUEST ACCESS FOR KEY(S) TO ROOM(S):  
_____________ _______________ _______________ _______________ _______________ _______________

AUTHORIZING SIGNATURE: ____________________________

AUTHORIZING NAME AND TITLE: ____________________________

MECHANICAL KEYS REQUIRE A $25.00 DEPOSIT FOR EACH KEY PAYABLE BY DEBIT/CREDIT CARD OR CHECKS/MONEY ORDER MADE PAYABLE TO: UC REGENTS  
SORRY, NO CASH ACCEPTED

REFUND FOR THE KEY DEPOSIT WILL BE PROCESSED UPON CONFIRMATION OF REFUND ELIGIBILITY AND THAT ALL ETCHEVERRY AND HESSE HALL KEYS ISSUED TO INDIVIDUAL HAVE BEEN RETURNED. NO REFUNDS FOR KEYS PAID WITH A CHARTSTRING.

CHARGE NON-REFUNDABLE FEE TO ____________________________ AUTHORIZATION SIGNATURE ____________________________

CHECK OR MONEY ORDER # ____________________________ RECV’D BY ____________________________