

# NUCLEAR/METAL KEY REQUEST FORM

UNIVERSITY OF CALIFORNIA, BERKELEY  
ETCHEVERRY HALL – NUCLEAR 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 – FRI 9:00 A.M. – 11:00 A.M., 1:00 P.M - 4:00 P.M) TO 4153EH  
FOR PAYMENT PROCESSING, AND 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 \$20.00 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 \_\_\_\_\_

