

**INSTITUTE OF MOLECULAR BIOPHYSICS
KEY/CARD ACCESS AUTHORIZATION FORM**

Please complete this form and get the appropriate signatures. This form must be completed and signed by the appropriate person(s) before key/card access can be issued. *Please attach copy of your FSU ID card.*

NAME: _____ **Card#** _____

Position/Title: _____ **Permanently housed in IMB:**
Yes No

KEYS: _____
Room # Room # Room # Room # Room # Room # Room # Room #

PI Name: _____

Signature of PI: _____
(Signature of PI is required) Date

NOTE: If Card Access is not required go to Listserve Section.

Please check the appropriate boxes below and return the form to the Front Desk.

*****NOTE: Obtain necessary signatures below; if you cannot get signature, see Regina*****
Authorization/Signatures

Start Date	End Date	<input type="checkbox"/>	External Doors	_____	_____
		<input type="checkbox"/>	001 & 005	Director, IMB	Date
		<input type="checkbox"/>	200A & 200C		
		<input type="checkbox"/>	300C		
		<input type="checkbox"/>	400A & 400C		
		<input type="checkbox"/>	500A & 500C		

Start Date	End Date	<input type="checkbox"/>	X-ray Facility	_____	_____
			(410 KLB)	Soma	Date

Start Date	End Date	<input type="checkbox"/>	Physical Biochemistry	_____	_____
			(300A & 318 KLB)	Mundoma or G. Seo	Date

Start Date	End Date	<input type="checkbox"/>	Protein Expression	_____	_____
			(312A & 312G KLB)	G. Seo	Date

MUST JOIN IMBPEOPLE LISTSERVE TO ACCESS BUILDING

<input type="checkbox"/>	I have joined imbpeople email list.	_____	_____
(v)	Go to: https://lists.fsu.edu/mailman/listinfo/imbpeople	Michael Zawrotny or Soma	Date
	(list below email used to join imbpeople)		

Subscribed Email Address: _____

EMP ID: _____ (Please log onto Blackboard.fsu.edu for this number)

(NOTE: Any misuse of form may result in all card access being revoked)