Campus Animal Resources
BUILDING SECURITY
ACCESS AND KEY REQUEST

Instructions: Complete the information below and bring completed form to new researcher orientation.
To schedule orientation training, contact CARinfo@MSU.EDU or call 517-353-5064 and specify the
building for access.

REQUESTING ACCESS FOR

Name
Email Address
Z-PID or A-PID
Spartan ID card #
Office Phone
Cell Phone
Campus Address)
New PIN 4-digit code

Your Spartan ID card # is located on the back of your card, underneath the magnetic strip. If your MSU ID does not have
this number, you need to get a replacement ID card from Room 170 International Center.

If you already have a PIN code, the same number
will be used.

Location Information

CAR facility for access
Room key(s) requested:

Account for Key Deposit

IACUC INFORMATION

Authorized on AUF# Supervisor*
PI for this AUF Supervisor Phone

Check Any Additional Training(s) Needed:  _____ Euthanasia;  _____ Animal Handling;
_____ Rodent Breeding;  _____ Techniques (list):

ACCESS CARD AGREEMENT

I agree to complete new researcher orientation training and will follow security and PPE requirements as
outlined during training. I agree to notify CAR when work is complete. Failure to comply with CAR
security guidelines may result in void of card access. Card replacement must be done at 170
International Center and may include a replacement fee.

Card Holder Signature  Date Signed
Supervisor Signature*  Date Signed
*Supervisor information and signature is required if card holder is not the PI.

CAR TO COMPLETE THIS SECTION WHEN NEW RESEARCHER ORIENTATION IS COMPLETE

Training Provided By:  Date:
Authorized for Access:  Date:
Key(s) issued:  Initials/Date:

CAR.105 (09/2016)