

Request for Building Access Form

New Hires, Students, Co-ops, and Tech Temps (US Citizens ONLY)

INSTRUCTIONS

Please have all sections of this form completed, and bring a signed copy to Research Security at the GTRI BuzzCard Center, located in the Centennial Research Building (CRB), Room 123. Open Monday through Thursday from 9:00 AM - 1:00 PM. (Closed on institutionally recognized holidays.) Arrangements to process your badge outside normal operational hours may be requested at: _____ or _____

❖ **IMPORTANT!** Please note that you will also be required to provide proof of U.S. citizenship in accordance with NISPOM guidelines 2-208. (ONLY a original U.S. birth certificate or certified copy and a photo ID, a U.S. Passport, or a Certificate of Citizenship will be accepted.)

(To be completed by employee.)

1. Personal Information (Please Print Legibly)

Official Given Name : Michael Larsen Wessels
First Middle Last
GT/GTRI Lab: CIPHER GTID#: _____
Home Phone: (678) 689-3288 Cell Phone: (678) 689-3288
Emergency Contact Name: Dukeanna Emergency Contact Phone: 67839
Place of Birth: Macon Date of Birth (Month/Day/Year): 05/10/1997

(To be completed by management.)

2. Explain Why Access Is Required: Development Deadlines

3. Affiliation (Check the Applicable Box and Circle the Appropriate Description)

- New Hire (Has Completed New Employee Orientation (NEO) / Other: KSU Coop
.... Tech Temp
✓ Co-op or College Student for: Georgia Tech / KSU / Other: KSU Coop
.... High School Student: Intern / STEM (TAG ED) / Other: KSU Coop

4. Check All Buildings Where Access Is Required:

- ✓ 250 14th Street (GCATT) ✓ Centennial Research Building (CRB)
.... 260 14th Street (GPB) Centergy
.... 380 North Avenue, TEP (North Yard) Cobb County Research Facility (CCRF)
✓ 430 North Building Food Processing Technology Building (FPP)
.... 430 South Building Machine Shop (AWPL)
.... 505 Techway (NARA) Warehouse (Hopkins)
.... 505 Tenth Street (GTRC/RAB) ✓ Wells Fargo
.... Atlanta Technology Center (ATC) Other Areas: _____
✓ Baker Research Building (BRB)

5. Is After-Hour Access Required (8 PM – 6 AM)?

✓ Yes No
If Yes, Explain Why After-Hours access Is Required: Development Deadlines

6. Signature Required By Authorized Department or Lab Manager

First Name Middle Initial Last Name GT/GTRI Lab/Dept. Signature/Date Office Phone

All information remains secure by Research Security staff with need-to-know status. Any information that appears fraudulent is subject to query and possible disciplinary action by GTRI Research Security.

To Be Completed By Research Security

Proof of Citizenship (Circle One): Passport / Birth Certificate / Certificate of Citizenship/Green Card

Citizenship Verified by (RS Facilitator's Initials): _____

Profile Created/Updated in Continuum: Yes No