



*Signatures of department head and appropriate Vice-President or Dean are required. Send the completed application to the Director of Campus Safety. Allow 5 business days for processing.*

Sponsoring Department:

Contact Person:

Phone number:

E-mail address:

Name of Guest:

Relationship to University:

This request is for an ID card:            **yes**            **no**

This request is for building access:    **yes**            **no**

Which building(s)?

What days/hours?

Expiration date (*no longer than one academic year*):

Please state the exact task that requires granting this person ID card or door access privileges:  
(Attach additional sheets if desired).

Please describe how this person is affiliated with your department and his/her work with the Willamette University community.

Payment of fees:

\$15 card fee

**guest**

**department**

account #

Signature of sponsoring Department Head \_\_\_\_\_