



**Request for ID Card or Door Access  
For Non-student/Non-employee**

*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 \_\_\_\_\_

Signature of area Dean or Vice-President \_\_\_\_\_

Signature, Director of Campus Safety \_\_\_\_\_