

**University of California, Berkeley  
Richmond Field Station**

**APPLICATION FOR RFS GATE OPERATING CARD,  
BUILDING KEY OR ROOM KEY**

The cost of a **gate operating card/photo ID** is **\$8.00**. The cost of a **key** is **\$5.00**. Payment can be made by check or by providing your UCB chart string or speedtype below. Please make checks payable to UC Regents. Return your completed form and payment to the Operations and Facilities Office, Building 175, Richmond Field Station, or fax it to (510) 665-3503. If you have any questions, please call the front desk at (510) 665-3401. Thank you.

Name <i>(please print)</i> :	Email:
Dept:	Phone:
Status <i>(circle one)</i> : Faculty/Staff    Student	Tenant    Contractor    Other: _____
Applicant's Signature:	Date
<b><i>For security reasons, please do not lend gate card, keys or gate keypad code to anyone else. If you have visitors, you must let them in or inform Security in advance by calling (510) 665-3441.</i></b>	

**Gate Card Request:**

Building \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*(One year from date of issue unless otherwise specified)*

**Key Request:**

1) Building No: \_\_\_\_\_ Room No: \_\_\_\_\_

2) Building No: \_\_\_\_\_ Room No: \_\_\_\_\_

***Note: For Bldgs 112 & 452: The gate card is also used to access your room.  
Please fill in both gate card and key request sections.***

**Payment Method: *(Department will be charged using the information provided below):***

Chartstring	Fund	Org	Program	Project	Flex
Speedtype					
Check	Check #	Date:	Initial:		

**Administrator/Supervisor Approval**

\_\_\_\_\_  
Signature of Approver                      Date                      Name of Approver *(Print)*                      Phone Number

***For RFS Staff Use Only***

5 Digit Card Number: (B 112 & B 452)	Completed by:	Issued by:
	Date:	Date:
PIN Number:	Routed to Lino for coding	Recharge done
	Date:	Date: