



## DCM Animal Facility & Building Access Request Form

**\*REQUIRED, INCOMPLETE FORMS WILL NOT BE PROCESSED**

1. \*Employee's Name

\*Legal: Last: \_\_\_\_\_ \*First: \_\_\_\_\_ MI: \_\_\_\_\_

Preferred name (As it appears or will appear on badge): \_\_\_\_\_

2. \*PID #: \_\_\_\_\_ If applicable, please provide School of Medicine Badge (SOM) #: \_\_\_\_\_ (5 or 6, digit # after \*/+ on back of SOM badge; bottom right)

3. \*Principal Investigator (PI):

(PRINT) \_\_\_\_\_ \*(SIGN) \_\_\_\_\_

Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

4. \*Protocol #/s: \_\_\_\_\_ (YOU MUST BE ON AN APPROVED PROTOCOL)

5. Department Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

6. \*Please **Check ONE Building** you're requesting access to; **limit one building per form.**

<input type="radio"/> Bingham Facility	<input type="radio"/> Davie Hall	<input type="radio"/> Dental Sciences	<input type="radio"/> Genetic Medicine Lower Basement	<input type="radio"/> Genetic Medicine Upper Basement
<input type="radio"/> FOBRL/Carrboro Facilities	<input type="radio"/> Kerr Hall	<input type="radio"/> Marsico Hall	<input type="radio"/> Mary Ellen Jones	<input type="radio"/> Medical Biomolecular Research Bldg.
<input type="radio"/> McGavran	<input type="radio"/> Neuroscience Research Bldg. 1	<input type="radio"/> Neuroscience Research Bldg. 2	<input type="radio"/> Taylor Hall	<input type="radio"/> Thurston-Bowles

7. \*Please list NEW room assignment by Room Number, in the box below:

If applicable, list ALL Buildings & Room #s currently being used by the Employee. **ANY ACCESS NOT LISTED BELOW WILL BE REMOVED FROM YOUR BADGE.**

(ADD)	(CURRENT ACCESS)
-------	------------------

8. \*Building Tour Guide Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Employee's Signature: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**DCM OFFICE USE ONLY:**

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please direct any questions to Alyssia Davis at 919-962-5335 or email questions to [alyssia@email.unc.edu](mailto:alyssia@email.unc.edu)**