C (N) S I
California NANOSystems Institute

Date

BUILDING ACCESS REQUEST FORM

Technology Center Users: Complete Part 1 and Part 2A. Then, email this form, a photo of yourself, and copies of the signed Facilities Use Agreement and Lab-specific User Agreement to the Technology Center Administrator or Director responsible for your training. The Technology Center will request the access card when training requirements have been completed.

Laboratory Tenant: Complete Part 1 and Part 2B. Then email this form along with a photo of yourself to alms@cnsi.ucla.edu .

Lost or Broken Card: Please email alms@cnsi.ucla.edu with your name and UID number if applicable.

PART 1: USER INFORMATION (Required)

Request Type: ☐ NEW CARD ☐ REPLACE BROKEN/LOST CARD ☐ RENEW EXPIRED CARD ☐ ADD ACCESS			
First Name	Middle Initial	Last Name	Existing Card Number*
Company/University (If not UCLA)		Home Department	Job Title
Lab/Office in CNSI	UCLA UID (if applicable)		Phone Number
Email			
CNSI Collaborator/PI/Lab Supervisor Name			
CNSI Collaborator/PI/Lab Supervisor Email			
Alternate Contact/Assistant Name (Optional)		Alternate Contact/Assistant Phone (Optional)	
Alternate Contact/Assistant Email (Optional)			

* Card number is the five digit number on the back side of access card.

PART 2: LOCATIONS (Required)

A) Technology Center Training Requested for:	B) Request Access to:
☐ **Advanced Light Microscopy Spectroscopy Lab**	☐ **Other Labs/Rooms:**
☐ **Electron Imaging Center for Nanomachines**	
☐ **Integrated NanoMaterials Lab**	
☐ **Integrated Systems Nanofabrication Cleanroom**	
☐ **Macro-Scale Imaging Lab**	
☐ **Molecular Screening Shared Resource Lab**	
☐ **Nano & Pico Characterization Lab**	

PART 3 (For Supervisor or PI only)

Start Date (Immediate if left blank)	End Date

This request will be processed within 3 business days. Requests are subject to the approval of the Technology Center Director or PI. An email will be sent to the address listed above with notification that the changes were made or that the new access card is ready to be picked up at the CNSI reception desk.

If you have questions, please contact *alms@cnsi.ucla.edu*.