

# Restricted Facilities Data Security Agreement and Information Request Form: Non-UIC Requestor

This form may be submitted to the Office of Capital Planning and Project Management (CPPM) via email attachment with an attached copy of your photo ID. After review, the Requestor will be notified of approval status via email. Electronic distributions of requested information will only be made to the email address of the person submitting the request along with a copy of their photo ID. Individuals picking up documents in person must bring their photo ID with them in order to receive drawings.

## Personal Information

I certify that the information to be accessed will be used in compliance with the University Procedures on Distribution of Building Floorplans and Facility Records and I have read and understand the disclaimer printed below.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employer: \_\_\_\_\_

## Information requested: Please be as specific as possible.

Building name: \_\_\_\_\_ Building number: \_\_\_\_\_  
 Room number(s) (if applicable): \_\_\_\_\_  
 Additional description of information requested: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason this information is needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

UIC contact/PM overseeing this project (if applicable): \_\_\_\_\_

I certify that the information to be accessed will be used in compliance with the University Procedures on Distribution of Building Floorplans and Facility Records and I have read and understand the disclaimer printed on the following page.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please submit this form via email to Patricia Pac at [bpac2@uic.edu](mailto:bpac2@uic.edu).

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## CPPM Approval:

This request has been:      Approved                      Denied                      Date: \_\_\_\_\_

*Date Revised: 02/20/18*