

Laboratory Animal Center, Taipei Medical University
Keycard Application

Applicants must obtain a certificate number for the facility demonstration before they apply for keycards.

Notes:

1. A keycard user must comply with the Laboratory Animal Center's regulations for keycard use. Violators of the regulations will face penalties.
2. A keycard is only transferrable among members of the same research team; a keycard cannot be lent or transferred to others outside of their research team. Violators of this regulation will be disqualified from using their keycards and reserving/using any facilities in the Laboratory Animal Center.
3. In the event of damage to or loss of a keycard, please notify the Laboratory Animal Center staff immediately so that we can deregister the keycards and prevent unauthorized entry to the building.
4. A deposit of NT\$ 500 is required upon application. The deposit will be returned when the card is returned. (A deposit is not required for applications for general open animal rooms located on 4F)

- Department
- Principal investigator (A keycard is registered under a research team; please provide the name of the principal investigator of your research team)
- Applicant
- Title
- Contact number office extension/cell phone
- E-mail (Your keycard application form will be sent to this email. Please ensure you provide the correct email address.)
- Certificate number for the facility demonstration: Before applying for a keycard, an applicant must obtain a certificate of attendance/gold card, on which a certificate number is provided.
Note: Because the center's regulations have changed considerably in recent years, members who previously received their gold cards are advised to participate in the facility demonstration to learn about the new regulations.
- Application type
 - (1) New application
 - (2) Replacement of a damaged keycard
 - (3) Replacement of a lost keycard
 - (4) Other
- Housing area (Select all that apply)
 - (1) 2F SPF animal rooms
 - (2) 1F general animal rooms
 - (3) B2 general animal rooms
 - (4) 4F general open animal rooms

The keycard application form has been sent automatically to the applicant's email.

Please print out the form, have your principal investigator sign it, and contact the center to schedule your application appointment.

Upon application, please bring the form and a deposit of NT\$ 500 to the center.

(A deposit is not required for applications for general open animal rooms located on 4F)

Thank you for your cooperation.

If you have any questions, please contact Ms. Tang (ext. 7154).

[Laboratory Animal Center, Taipei Medical University] Keycard application-

Dear <<applicant>>,

Please print out the attached keycard application form and have your principal investigator sign it.

Contact the center to schedule your keycard application appointment.

Upon application, please bring the form and a deposit of NT\$ 500 to the center.

(A deposit is not required for applications for general open animal rooms located on 4F)

Thank you for your cooperation.

This is a system-generated email. Please do not reply to it.

If you have any questions, please contact Ms. Tang (ext. 7154).

Keycard Application Form

	Card number		
Principal investigator		Applicant	
Contact number		E-mail	
Certificate number		Application type	
Request for animal housing area			

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Principal investigator signature: _____

Application date	
Administrator signature	
Deposit	<input type="checkbox"/> Signed and received <input type="checkbox"/> N/A
Applicant signature	

Key card return

Return date	
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Administrator signature	
Deposit	<input type="checkbox"/> Returned <input type="checkbox"/> N/A
Research team member signature	