FACSIMILIE TRANSMISSION
SMARTKEY CHANGE REQUEST

This form will change all usage of the requested account in the DAR database.
To change only a sub-population of animals, please use the Animal Protocol Transfer Form.
This change applies for 90 days only!!

Please notify your departmental staff to cease requesting animals or cagecards against this Smartkey immediately. Make sure that all pre-printed cagecards/cage labels using this Smartkey are turned into DAR and a transfer requested against the cagecard numbers.

TO: Emory (DAR) - Customer Service Representative

FROM: ______________________________ ( ) ______ - ______
Full Name

Department

Email Address

Project Investigator: ______________________________

Indicate Department of Change: ☐ DAR ☐ Yerkes ☐ School of Medicine

Smartkeys Closed or Incremented

New Smartkey

As of:

Project Investigator: ______________________________

Smartkeys Closed or Incremented

New Smartkey

As of:

Updated: 5/19/2009

OFFICE USE ONLY:

☐ Transfer form complete Initials: ______ Date: ______________
☐ Facilities alerted to make new cage cards Initials: ______ Date: ______________
☐ Billing Run – Checked and Confirmed Initials: ______ Date: ______________