

Key Card Access Request

Date _____

Full name: _____

Address: _____

Phone: _____ Cell Home

Email: _____

Which room/area do you need to access?

Purpose/ Time Needed for Key card access

Length of time needed for key card access

Do you currently have a key that you access this area with?

Yes No

Date physical key returned: _____

Do you currently have a key that accesses an area that is not key card accessible (example: classroom, quilters room)? Yes No

If Yes: To which door? _____

For Employee Use

Date Key Card Given _____ Card Number _____

By: _____ Deactivation date: _____