



REQUEST FOR ACCESS/ID CARD/KEY(S)

All Laker1Card ID, electronic access cards, and keys are issued through Facilities. Once you have completed this form, you must have it signed by your Supervisor or Division Director, who will in turn submit it to Facilities for final approval. For electronic door access a Laker1/PROX card is needed. A PROX card is a different type of card stock than the normal type Laker1Card issued. DO NOT attempt to get your Laker1Card if you need electronic door access. Once Facilities has received the approved form, you will be notified by email of when you can get your Laker1/PROX card picture taken and/or when you can pick-up your key(s). Please give Plant Services 48-hours to activate locks before using your PROX Card for access. This key/ID/PROX request/fulfillment process usually takes less than five (5) working days.

Name: _____ Employee ID: _____

Email: _____ Phone: _____

Position/Title: _____ Dept.: _____

Normal Workday/Hours: _____

Locations where card / keys are needed (please note if outside door key or elevator key is needed): _____ ID Card Needed

Building	Room #	Building	Room #

By signing this request, I hereby acknowledge that I must return all cards/keys issued to me by Facilities on the last day of my employment.

Requestor Signature

Date Signed

Supervisor/Division Director Signature

Date Signed

Director of Facilities/VP of Admin Services Signature

Date Signed

***** REPORT LOST OR STOLEN CARD / KEYS TO PLANT SERVICES AT x7250 *****

FOR FACILITIES USE ONLY

Issued By: _____

Date: _____

Card / Key(s) Issued:

C/K Number _____
C/K Number _____
C/K Number _____
C/K Number _____
C/K Number _____
C/K Number _____
C/K Number _____

Bldg. _____
Bldg. _____
Bldg. _____
Bldg. _____
Bldg. _____
Bldg. _____
Bldg. _____

Room # _____
Room # _____
Room # _____
Room # _____
Room # _____
Room # _____
Room # _____