



nformation regarding the employee respons	sible for the requested access.
Name:	
First	Last
mail Address:	
Prox Card Number:	
Five digit # located on back of card)	(Located on existing employee keys)
Division:	
Contact Name	Contact Email Address
Employee Classification:  Admin/CN Full-time F Short Terr	Faculty Adjunct Faculty (Expires Annually June 30)
Key/Prox Card: New Key Additional	☐ New Prox Card  I Prox Card Access ☐ Replacement Key / Prox Card
AREA ACCESS Please identify locations. Do not list key num  ADD REMOVE Building/Area Room	
eason / Description for Access	
	an employee must be returned to the Human Resources Office at the tim ave read and understand Board Policy AP 3501 Campus Security and Accordance Signature Date
	Palmdale Center Dean Signature  Only required for Palmdale Center access)  Date