Key & Electronic Access Request Form

To be issued to:

Print Name (Last, First M.I.)		Work or Office Phone	WCC ID
		( ) -	@

Job Title	Department		Employment	Assigned Office
			☐ Part-time ☐ Full-Time	

Justification: ☐Returning Employee/hire	☐ New Employee ☐ Student Worker	☐ Office Move	☐ Position Change	☐ Add Additional Areas	☐ Replacement/lost

A photo on file is required for processing PROX card requests. Please visit CS 205 to have your picture taken/saved on file.

Access Type:	Building	Room #	Description of area where access is needed
☐ FOB ☐ PROX Card			

Key Type:	Building ☐	Room #	Description of key or area where access is needed
☐ Room Key ☐ Cabinet/Desk Key ☐ Master ☐ Other			
☐ Room Key ☐ Cabinet/Desk Key ☐ Master ☐ Other			
☐ Room Key ☐ Cabinet/Desk Key ☐ Master ☐ Other			
☐ Room Key ☐ Cabinet/Desk Key ☐ Master ☐ Other			

Authorized Requestor Information – **Key/Electronic Access requests must be authorized by the Dean, Director, or Chair of the Department.**

Print Name (Last, First M.I.)		Work or Office Phone Number	WCC ID
		( ) -	@

Job Title:		Dean	Chair	Director

By signing this document, I acknowledge the key/FOB/PROX as shown above.

Authorized Signature	Date (MM/DD/YYYY)

Master Key(s) Acknowledgement- **requests for Master key(s) must be acknowledged by a Vice President.**

Print Name (Last, First M.I.)		Work or Office Phone Number	WCC ID
		( ) -	@

By signing this document, I acknowledge the key assignment as shown above.

Authorized Signature	Date (MM/DD/YYYY)

Forward all requests to the Office of Public Safety, CS 205; publicsafety@wccnet.edu . It normally takes 5 business days after receipt of the request form by Public Safety in order to process and make keys/FOB/Prox. Once completed, the key(s)/FOB/PROX may be picked up at the Public Safety office, located on the second level of the Parking Structure; CS 205. Please bring a valid picture ID. Refer to the WCC key Procedure at http://facilities.wccnet.edu/wcc-key-forms-procedure for complete rules and procedures. In the event of a lost key/FOB/PROX, promptly file a report with Public Safety: 734-973-3411.

For Public Safety Use Only									
Key Code	Copy #	Key Code	Copy #	Key Code	Copy #	Meets Procedure Guidelines		Initials	
						Yes No			Request #
						FOB/PROX Card number(s) made:			Employee #
						Date FOB/PROX made:			