Card Access Request Form Instructions

This form is to be used to request access to any area where entry is controlled by card access. Up to two requests can be made using one form. Please follow the directions carefully to ensure a smooth process.

1. Enter the access recipient's personal information. **All information is mandatory, and incomplete forms will not be processed**. For students, enter "student" for title, and enter the name of the requesting department in the appropriate field. For Physical and Heating plant employee access, the request should be made by the employee's supervisor, and forwarded to the Associate Vice President of Facilities Management for approval. All other requests should be forwarded to the access control coordinator for the appropriate approval.

2. The badge ID# is printed on the back of a proximity card. SUNY Cortland currently issues two types of ID cards – proximity and magstripe or magstripe only. A proximity card will have a small "HID" logo printed on the back. In the picture below, the badge ID# is highlighted. **This number is essential to the access assignment process, and must be included.** If the number is worn off, contact the Access Control Coordinator for assistance.

3. Enter the desired access times and locations in the "Access to" area. Please note that the actual access level that is assigned to a user may vary from what was requested, due to standard access levels for different types of users.

Persons who do not currently have a proximity ID must use this form to obtain a proximity ID from ASC. Complete the form, minus the badge ID#. Have the employee take a signed copy of the form to ASC in Neubig Hall to obtain a proximity ID. Follow the instructions below to enter the badge ID number found in step 3.

Send completed forms to:

Card Access – UPD
C17 Van Hoesen

Cortland

State University of New York College at Cortland

■ *University Police Department*

CARD ACCESS REQUEST FORM

First Name			Mid In	Last Name							

C#		Title		Department				Badge ID# (Printed on back of card)			

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

First Name			Mid In	Last Name							

C#		Title		Department				Badge ID# (Printed on back of card)			

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

Access to	Time		Days of week								
			M	Tu	W	Th	F	Sa	Su	Holiday	

Per your request, an access card was processed and encoded as specified. Any lost cards should be reported immediately to Customer Service X2100 during normal business hours or to the University Police after hours. Lost, stolen of damaged cards are deactivated and new ones will be supplied at a cost of $15.00. If a variance is required for access beyond the date or to different buildings please provide the information and have this document updated and initialed.

Request by:_____ Date:_____ Title:_____
　　　　　　Signature

Approval: _____Date:_____
　　　　　　Signature