SEATTLE CENTRAL COLLEGE

KEY CARD REQUEST FORM

Mail To: keycards.central@seattlecolleges.edu
Requests must be made by Division/Department Head or official key-card delegate

Card User Name:

This card is a (select one):

New Card   Modification   Replacement *reason*

Employee Info:

EMPL ID: (If EMPL ID is not available, please submit the request and provide it later)

Employee Type: Personal Office Number

  Permanent

  Temporary (If temporary, please choose end date)

Key Card Info:

Access Levels (select all that apply)

Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add	Delete

Notes:
(Precision access here)

Request Made By: Dept/Div:

Div/Dept. Signature:_____ Date:_____

Director of Security Signature:_____ Date:_____

FOR OFFICIAL USE ONLY

Card Made: Delivered/Date: Returned Date:

*(** For Metal Key Requests, please contact security.central@seattlecolleges.edu / 206-934-5442)*