

# VIRGINIA COMMONWEALTH UNIVERSITY POLICE DEPARTMENT

PHONE 828-9373

## ACCESS CONTROL REQUEST

FAX 828-1199

### INDIVIDUAL ACCESS REQUEST

NAME		VID# - -		VCUCARD #	
<b>STUDENTS</b>		SCHOOL/DEPARTMENT/RESEARCH GROUP		MAJOR	
<b>EMPLOYEES</b>		DEPARTMENT	JOB TITLE	HIRE DATE	FACULTY <input type="checkbox"/>
WORK PHONE		WORK ADDRESS		CLASSIFIED <input type="checkbox"/>	
HOME PHONE		HOME ADDRESS			

REQUEST ACCESS FOR WHICH BUILDING(S) AND DOOR(S):

ACTIVATE DATE / /	EXPIRE DATE / /	REQUESTOR OR CHAIRMAN SIGNATURE	BUILDING COORDINATOR/MANAGER SIGNATURE
DEAN SIGNATURE		VICE PRESIDENT SIGNATURE	
<b>DEACTIVATION ONLY</b> DATE / /		DEAN SIGNATURE	

### SCHEDULE CHANGE REQUEST

CONTACT NAME	WORK PHONE	WORK ADDRESS				
BUILDING						
REQUEST SCHEDULE CHANGE FOR WHICH DOOR(S):						
LOCKED FROM	LOCKED UNTIL	UNLOCKED FROM	UNLOCKED UNTIL			
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM			
CHANGE APPLIES TO WHICH DAYS OF THE WEEK						
<input type="checkbox"/> SUNDAY	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY	<input type="checkbox"/> SATURDAY
OTHER CHANGES						

BEGIN DATE / /	END DATE	REQUESTOR OR CHAIRMAN SIGNATURE	BUILDING COORDINATOR/MANAGER SIGNATURE
DEAN SIGNATURE		VICE PRESIDENT SIGNATURE	

CAMPUS POLICE USE ONLY	CARD ACTIVATED Date / / Initials	CARD DEACTIVATED Date / / Initials	ACCESS SCHEDULE CHANGED/IMPLEMENTED Date / / Initials
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