

**WASHTENAW COMMUNITY COLLEGE**  
**Office of Campus Safety and Security**  
**ELECTRONIC ACCESS FOB/KEY REQUEST FORM**

To be issued to\* (print or type name): \_\_\_\_\_  
Last First M. I.

Full Time  Part Time  Job Title \_\_\_\_\_ WCC @ ID # \_\_\_\_\_

Washtenaw Community College Work Phone \_\_\_\_\_

Department \_\_\_\_\_ Org. # \_\_\_\_\_ Bldg/Office/Room# \_\_\_\_\_

- **In order to process request promptly and be notified of its completion, please be sure to fill out this form completely.**
- **Due to the possibility of duplication, DO NOT FAX THIS FORM, please send through inter-office mail. Thank you.**

Electronic Access Key (FOB)/Room #'s	Key(s)/Room #'s
_____	_____
_____	_____
_____	_____
_____	_____

**Authorized by (print or type):** \_\_\_\_\_  
*(Note: You cannot authorize your own card)*

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Dean, Director, or Supervisor -- Signature card must be on file at Campus Safety and Security office)*

It normally takes six (6) days to process and make FOB's/keys. Every effort will be made to notify you when the FOB'S/keys are ready—*be sure to fill in a WCC work phone number.* FOB's/keys may be picked up at the Plant Operations Building, Room 124. **Please bring a current picture ID.**

*College FOB's/keys are not to be loaned, transferred, or duplicated. If lost, promptly file a report with the Office of Campus Safety and Security (973-3411).*

***Forward all requests to Campus Safety and Security, PO 124***

<b>Security Office use only</b>	<b>KEY NUMBER: K-</b> _____ <b>EMPLOYEE NUMBER:</b> _____
<b>Meets Procedure Guidelines:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Initials:</b> _____
<b>If No, please give reason:</b> _____	
<b>Date FOB's/key(s) made:</b> _____ <b>or date request denied:</b> _____	
<b>FOB's/Key numbers made:</b> _____ <b>by:</b> _____	