



ID BADGE & PROXIMITY CARD AUTHORIZATION FORM

Complete this form to *ALLOW*, *DENY* or *CHANGE* employee physical entry access to your building(s) using the Proximity Card Security System. Authorization applies to *ALL* employees needing entry to your building(s). *This form should also be used for creating ID badges without proximity access.*

**Please print, complete and FAX form to Safety/Security Director (or)
Bonna Tatum at 304-272-6500 or email to btatum@k12.wv.us**

Print Name of Supervisor Approving Access: _____

Signature of Supervisor Approving Access: _____ Date: _____

Approving Supervisor's Title: _____ and Office Location: _____

Print Name of Employee Affected: _____

Any and All Maiden Names: _____

Employee Position: _____

First Number off Back of ID Card: 0 _ _ _ _ (begins with a 0)

Employee Number: 98900 _ _ _ _

PLEASE CHECK BOX:

Create ID Badge Only

Create Badge & Proximity Access

Add Proximity Access

Delete Proximity Access

Access start date: _____

Access end date: _____ (if applicable)

Access Details

LOCATION(S)	HOURS	DAYS	SPECIAL INSTRUCTIONS