

Access Card Request Form

Access Change Request



SRJC District Police
2032 Armory Dr.
Santa Rosa, CA
USA
95401

Phone: 707-527-1000
Fax: 707-524-1695
www.santarosa.edu/police

Name: _____

Department: _____

Phone: _____

Full Time Part Time Classified Certified

Reason for request

New Issue Replacement Access Change

Date	Date Needed	Clearance or Area needed	Days card is valid	Semester

Use the space below to explain the clearance you are requesting. This should be used if you are not sure of the Clearance names or you are requesting a new clearance level be created. If the Access Control Technician cannot meet your clearance needs he/she may contact you for clarification.

Clearance Detail

Employee
Please Read Before receiving your access card

Lost/Stolen/Found Door Access Control Cards:

Any lost, stolen or found access cards must be immediately reported to District Police by calling 527-1000. Please do not report them directly to Daniel Puertas. Doing so may delay the deactivation of the card. After reporting an access card lost, stolen or found, the card is deactivated. A five dollar (\$5.00) fee will be charged for each replacement card. You are responsible for any unauthorized use of your access card.

Department Chair Signature: _____

Supervising Administrator: _____

ATTENTION: After clicking on the "Submit" button the access card form must be printed and sent along with the employee to the District Police Office. The printed form must contain the required signatures or the card will not be issued. Clicking the "Submit" button will not be sufficient to issue the access card. Please allow one (1) full business day before bringing the form to District Police. Access cards are processed between the hours of 8am and 11pm Monday - Friday. If this request is an update to an existing card it is not necessary for the employee to be present. You may print, SIGN and send the document using Interdepartmental mail. Please contact Daniel Puertas with any questions.

Police Use Only

Amount Paid	Check No.	Date