

UWG ACCESS CONTROL KEY REQUEST FORM

This form must be completed by the Department Head or Departmental Access Coordinator (DAC). Please send completed form to Access Control or email to access@westga.edu

GENERAL INFORMATION			
CONTACT		DATE	
DEPARTMENT		PHONE	
ACCOUNT #			

REQUEST TYPE	<input type="checkbox"/> NEW KEY	<input type="checkbox"/> DAMAGED/BROKEN KEY	<input type="checkbox"/> LOST KEY
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BUILDING	ROOM #	QTY	COST	KEY MARK
TOTAL				

KEYHOLDER INFORMATION			
FIRST NAME		LAST NAME	
TITLE		DEPT	
UWG ID# (917)		EMAIL	

Access is granted based on the lowest Access Level that will accomplish the operational purpose. See [Access Control and Authorization Requirements](#).

All Access Credentials remain the property of UWG. Any person loaning their Access Credential or using a lost/stolen Access Credential may be subject to disciplinary action or criminal prosecution.

Report lost, stolen, or missing key/access cards to each of the following within two hours of the loss being discovered or immediately upon the start of the next working shift if discovered while off duty: UPD at 96000, Access Control at 93101, 93805, or access@westga.edu, and the Department Head. Failure to report lost or stolen keys may subject the employee to disciplinary action in accordance with the UWG Employee Handbook and students to disciplinary action by the Office of Community Standards in accordance with the Code of Conduct.

DEPT HEAD/DAC PRINT NAME			
DEPT HEAD/DAC SIGNATURE		DATE	
ACCESS CONTROL NOTES			