

REQUEST FOR CONTRACTOR KEYS AND KEY CARDS

This form is required for all key and/or key card requests. Keys and/or key cards issued will be the responsibility of the person and/or business to which they are assigned. In the event of loss, damage or failure to return, fees may apply.

** CONTRACTOR INFORMATION **			
REQUIRED INFORMATION TO BE FILLED OUT BY CONTRACTOR			
<i>NOTE: <u>COLOR COPY OF GOVERNMENT ID MUST BE ATTACHED TO PROCESS</u> (Driver's License, Passport, State ID)</i>			
LEGAL NAME:			
COMPANY NAME:			
FULL COMPANY ADDRESS:			
PHONE #: (circle) cell or office			
EMAIL:			
SUPERVISOR NAME:			
SUPERVISOR PHONE #: (circle) cell or office			
** AAPS DEPARTMENTAL APPROVAL **			
DEPARTMENT:			
BACKGROUND CHECK COMPLETED: (Circle)	YES	NO	
<i>By signing this form, I am affirming that the required background check(s) have been completed for the individual on this form.</i>			
AAPS REQUESTING PERSONNEL NAME: (Print)		DATE:	
AAPS REQUESTING PERSONNEL SIGNATURE:			
AAPS AUTHORIZING DIRECTOR NAME: (Print)		DATE:	
AAPS AUTHORIZING DIRECTOR SIGNATURE:			
REASON / PROJECT INFORMATION:			
** AAPS PHYSICAL PROPERTIES PERSONNEL USE ONLY **			
KEY CARD INFORMATION			
REQUESTED HOURS/DAYS OF ACCESS:		EXPIRATION DATE:	
BUILDING & AREA ACCESS ** Be specific **			
You must indicate if secure area access is needed. Secure areas are <u>NOT</u> automatically granted and must be approved by the Director. Circle secure areas: Maintenance Shop, Carpentry Shop, Warehouse, ITD, ITD Network, Pioneer Boiler, Tappan Boiler			
KEY INFORMATION			
BUILDING AND AREA ACCESS ** Be specific **			
List the key numbers that are requested. Secure keys are not issued without Physical Properties Director's approval.			
SECURITY OFFICE USE ONLY	WORK ORDER #		CONTRACTOR ID#