

DIVISION OF PROTECTIVE SERVICES CAPITOL POLICE

STATE OF WEST VIRGINIA
EMPLOYEE ACCESS CARD REQUEST FORM

Table with 2 columns: Access Card Number, Old/New. Includes input fields for card details.

- Employee Temporary Employee/Start Date: Access Card Modification
Cancel Card Lost Card Zapped Card
Termination/Retirement Card Returned Card Not Returned
Transfer Spending Unit From/To:
Modification in Other Building Profile (explain):

Please report lost or stolen access cards/ID Badges immediately to the Division of Protective Services access card coordinator at 558-4443, or the main office at 558-9911. Replacement cost for a lost or stolen access card or ID Badge is \$10.00 (check or certified check only payable to IS&C). Forms may also be faxed to 558-5604.

Please print the following information:

Name (Last, First, Middle Initial) Job Title:

Department: Division: Section:

Building #: Office Telephone: Normal Work Hours:

Mailing address:

Home Phone: Cellular Phone: Date of Birth:

Driver's License Number/State:

Vehicle Information: Year Make Model Color License Number

Person to contact in case of an emergency:

Relationship: Phone Number:

Building Access Requested

- Building: 01 03 04 05 06 07 09 10 11 15 16 17 19 20 21 22
23 24 25 27 32 33 34 37 53 54 74 84 86 88 97 Plaza East
DNR Forks of Coal DOH Weston DOH Dry Branch Economic Development 1201 Greenbrier-DAS
DOH Smith Street Miner's Health & Safety

- Access Time Requested: Public Hours M-F
Extended Business Hours (5:30am-7:30pm) M-F Extended Business Hours (5:30am-7:30pm) M-SSH
24/7

Access needed on: Saturdays Sundays Holidays

Access needed in other Buildings:

If yes, which buildings: Days: Hours

Agency Access Card Coordinator Signature Date Requesting Agency Phone Number