

COMMUNITY COLLEGE

## **ID CARD ACCESS REQUEST**

Submit individual and multiple card access requests using this form. Complete form electronically and forward with proper signatures to the Columbus State Police Department by email at CSPDAccess@cscc.edu. If more than one form is completed, you may submit them in the same email as multiple attachments. For access outside of normal campus operational hours, please complete the "Employee After Hours Authorization Form" located HERE

 Requestor:
 \_\_\_\_\_

Date:

Department:

Employee's Name	Cougar ID	Status	Bldg/Rooms	Bldg/Rooms	Bldg/Rooms

Employee's Name	Cougar ID	Status	Bldg/Rooms	<b>Bldg/Rooms</b>	Bldg/Rooms

**Comments:** 

Requestor's Printed Name	<b>Requestor's Signature</b>	Date
Chairperson/Supervisor's Printed Name	Chairperson/Supervisor's Signature	Date