University of North Georgia UNG Card Services

Access Control Request Form for Dahlonega, Cumming & Blue Ridge

(PRINT)

UNG ID (90#) Number____

Department Name

PROCEDURE

This form is required when requesting access.

Fill out form with the 90# ID number, department NAME, and EMAIL and EXT number. Select Staff, Faculty, or Student. Enter the name of department head or supervisor. Select the access category. For card access controlled buildings, indicate the building name. For group access request, please attach a list of the names and ID numbers that are to have access.

<u>Categories</u>	What it does
24/7	Allows access 24 hours a day, everyday
Saturdays	Allows access on Saturdays indicate the time frames needed
Sundays	Allows access on Sundays indicate the time frames needed
Normal Business Hours	Allows access Monday through Thursday 7:30 AM to 5:30 PM and Friday 7:30 AM to 3:30 PM

- 1. Submit form to the appropriate department head for signature approval.
- 2. Send the signed form to UNG Card Services either by email, <u>card-dah@ung.edu</u>, or interoffice mail.
- 3. UNG Card Services will evaluate the request, make a recommendation and the request will be activated within one business day.
- 4. UNG Card Services will notify via email the requestor, all department heads of building(s)
- 5.

: https://forms.ung.edu/view.php?id=1375119

This online form is Public Safety records only and does not provide access. Public Safety needs a comprehensive list of all who have access to buildings after-hours.

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