

DATE:

Name: LAST		FIRST	
Department		Phone #	
Start Date		End Date	
G#		Issue Code - OFFICE USE ONLY	
<b>CARD TYPE - CHECK ONE</b>			
EMPLOYEE	ADJUNCT	STUDENT	GRA/GTA
			VISITOR

**BUILDINGS:** (please X, write in or check all that apply)

FOUNDERS	HAZEL	METROPOLITAN		

<b>ADD/UPDATE ACCESS</b>	
<b>REMOVE EXISTING ACCESS</b>	

**ACCESS - Rooms, elevators, other: list all that apply AND list building access as EXTERIOR.**

**BULK LIST NAME:**

AUTHORIZING AGENT (Signature) : \_\_\_\_\_

AUTHORIZING AGENT (Print) : \_\_\_\_\_ Phone: \_\_\_\_\_  
LEGIBLY

EXTERIOR AUTHORIZING AGENT (Signature) : \_\_\_\_\_

**EXTERIOR ACCESS ONLY**

EXTERIOR AUTHORIZING AGENT (Print) : \_\_\_\_\_ Phone: \_\_\_\_\_  
LEGIBLY

To initiate this request each individual must complete this form, have it signed by their Department Head or Authorizing Agent and have a current GMU identification card.

**Please send the signed request as a pdf attachment to: caso@gmu.edu OR fax to 3-3868**

If you have any questions or concerns, please e-mail: caso@gmu.edu. or call 3-3127

Processing Official : \_\_\_\_\_ Date : \_\_\_\_\_