

George Mason University Police Department

Signature Card for Electronic Access Authorization

The below named individual will be the Authorizing Agent for electronic access in the said department and/or activities. Electronic Access Control will recognize only this signature to authorize electronic access for the listed department/activities and Card Reader doors.

Adding or deleting any Card Reader doors or buildings will require a new UPD024 listing ALL current buildings and doors.

ONE INDIVIDUAL PER FORM

Print full name

Signature that will appear on requests

- LEVEL 1 - MAKE OTHERS AUTHORIZORS, INCLUDES LEVEL 2 AND LEVEL 3
- LEVEL 2 - GRANT ACCESS, SCHEDULE CHANGES, SET DOOR MODE
- LEVEL 3 - GRANT ACCESS

Print full names of Departments and/or activities

The Authorizing Agent will be responsible for the following specific Card Reader doors.

USE BUILDING NAMES AND DOOR NUMBERS WHERE SIGNAGE IS AVAILABLE.

Any changes to this authority should be done through Electronic Access Control. Any change of signees, additional Card Reader Doors or removal of Card Reader Doors will require a new signature card to be filled out.

Approver must not be the same as the above named individual

Signature of Dean or Vice President

Date

Print full name of Dean or Vice President

Phone

Print Name of Approving Department or Activity

- Send original by Inter-Office mail to: CASO at Nottoway Annex 2A8