

General Information

Identification cards are issued to all employees, students & visitors who will be accessing the building on a regular basis for more than one month. Each person is assigned a color code which allows building access based on his/her regular work schedule. Please help us in maintaining a secure work place by wearing your ID cards at all times in the building and by asking your visitors to wear their IDs.

Instructions

Please complete this form, obtain the proper approval(s) and contact the Security Department at x2587 to make arrangements to have your ID made on Monday - Thursday from 9-11 a.m & 1-4 p.m. Please bring this approved form to have your ID issued. The first card is issued at no cost. Ten dollars will be charged for each replacement ID card. (No charge for title change) **All proximity card requests must be signed by the Director or Vice Chancellor of the area to which access is being requested before the District Director Of Security will review and/or approve. All vendors must first receive approval from the Associate Vice Chancellor-Administrative Services.** Please contact the Security Department if you have any questions.

Employee/ Student Information:

Employee Name (Last, First) : _____ Department: _____
 Title: _____ Ext. No.: _____ Email: _____
 ID No.: _____ Floor: _____

Non-Employee Information:

Name (Last, First) : _____ Department: _____
 Title: _____ ID/Driver's License No. : _____ Telephone No.: _____
 Company Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Access Codes (Please limit access to the regular working hours)

- Yellow---Mon-Fri, 7:00am - 6:00pm Red ----7 days, 24 hours (Requires VC approval)
 Blue ---- 7 days, 7:00am - 6:00pm Green---Contractor

Proximity Card Access (please indicate the location(s) that the employee requires access to)

- 180 N Wabash Harold Washington Olive Harvey
 Dawson Technical Institute 216-E & 216-W Kennedy King Harry S Truman
 Richard J. Daley Malcolm X College Wilbur Wright

If replacement is needed: (INCIDENT REPORT BY SECURITY MAY BE REQUIRED*)

Pay ten dollars to the Treasurer's Office and have the clerk sign here: _____
 What happened to previous card: Lost* Stolen* Damaged Incident Report # _____

Approvals

Name (Print)

Signature

Requestor: _____ Date: _____
 Department Head Approval: _____ Date: _____
 Vice Chancellor Approval: _____ Date: _____
 District Director of Security Approval: _____ Date: _____

For Security Office use only

ID Issued by: _____ Date: _____ ID Programed by: _____ Date: _____
 ID Received by: _____ Date: _____ Card Number: _____

Send a copy to: mowens63@ccc.edu & vguerrero33@ccc.edu