ID BADGE & PROXIMITY ACCESS AUTHORIZATION FORM

Complete this form to ***ALLOW, DENY or CHANGE*** employee physical entry access to your building(s) using the Proximity Card Security System. Authorization applies to ***ALL*** employees needing entry to your building. ***This form should also be used for creating ID badges without proximity access.***

Please print, complete and FAX form to Safety/Security Director at 304-272-5519

Print Name of Supervisor Approving Access: _____

Signature of Supervisor Approving Access: _____ Date: _____

Approving Supervisor's Title: _____ and **Office Location** _____

Print Name of Employee Affected: _____ **Employee Position** _____

PIN Number of Employee Affected _____ (last 4 digits of employee ID #)

PLEASE CHECK BOX:

- ☐ **Create Badge with No Access**
- ☐ **Lost Badge with No Access (Replace card ($15)**
- ☐ **Add Proximity Access Only**
- ☐ **Create Badge & Proximity Access**
- ☐ **Lost Badge (Replace card and access ($15)**
- ☐ **Delete/Change Proximity Access only**

Explanation:

Access start date: _____ **Access end date**: _____ (if applicable)

Access Details

LOCATION(S)	*HOURS*	*DAYS*	*SPECIAL INSTRUCTIONS*