

**University of North Georgia**  
**UNG Card Services**  
*Access Control Request Form*

UNG Card Services Use Only
Received: _____
Completed: _____

Requestor's Name \_\_\_\_\_

Requestor's ID Number \_\_\_\_\_

Department \_\_\_\_\_

Staff     Faculty     Student

Telephone Number \_\_\_\_\_

Department Head \_\_\_\_\_

**Department Head's Signature** \_\_\_\_\_

**Section I – Individual Request\***

Building Name \_\_\_\_\_

Room Number \_\_\_\_\_

Card Access Categories  Saturdays from \_\_\_\_\_ to \_\_\_\_\_  Sundays from \_\_\_\_\_ to \_\_\_\_\_  24/7  
 Normal Business Hours

Reason for Request \_\_\_\_\_

**Section II – Server Room Request\***

Indicate if one of the following are needed or both:  Library Technology Server Room     Hansford Hall Server Room

Card Access Categories  UNG Business Hours: Monday – Thursday 7:30AM to 5:30PM and Friday 7:30AM to 3:30PM  
 24/7

Reason for Request \_\_\_\_\_

**Signature of IT CIO:** \_\_\_\_\_ or **Signature of SR. VP of Business and Finance:** \_\_\_\_\_

**Section II – Group Request\***

Building Name \_\_\_\_\_

Room Number \_\_\_\_\_

Card Access Categories  Saturdays from \_\_\_\_\_ to \_\_\_\_\_  Sundays from \_\_\_\_\_ to \_\_\_\_\_  24/7  
 Normal Business Hours

Reason for Request \_\_\_\_\_

**Place attach list of the names and ID numbers**

\*Please note:    Access Control changes will only be made during normal business hours.  
                         Access requests will be granted within one business day of receipt of the signed Access Control Request Form.  
                         Access Control Requests must be made at least 24 hours before the requested date and no more than a week before.

## PROCEDURE

This form is required when requesting access.

Fill out form with the requestor's name, ID number, department, and telephone number. Select Staff, Faculty, or Student. Enter the name of department head. 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.

### Categories

24/7

Saturdays

Sundays

Normal Business Hours

### What it does

Allows access 24 hours a day, everyday

Allows access on Saturdays – indicate the time frames needed

Allows access on Sundays – indicate the time frames needed

Allows access Monday through Thursday 8:00 AM to 5:30 PM and Friday 8:00 AM to 3:00 PM

1. Submit form to the appropriate department head for approval.
2. Send the signed form to UNG Card Services either by email, [card-dah@ung.edu](mailto:card-dah@ung.edu), 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) and Public Safety.