University of North Georgia
UNG Card Services
Access Control Request Form

Requestor’s Name ____________________________________
Requestor’s ID Number________________________________
Department ___________________________________________
Telephone Number ______________________________________
Department Head _______________________________________

Section I – Individual Request*

Building Name _________________________________________
Room Number __________________________________________
Card Access Categories
☐ Saturdays from _______ to _______
☐ Sundays from _______ to _______
☐ Normal Business Hours
☐ 24/7

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 _______
☐ Normal Business Hours
☐ 24/7

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.

<table>
<thead>
<tr>
<th>Categories</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7</td>
<td>Allows access 24 hours a day, everyday</td>
</tr>
<tr>
<td>Saturdays</td>
<td>Allows access on Saturdays – indicate the time frames needed</td>
</tr>
<tr>
<td>Sundays</td>
<td>Allows access on Sundays – indicate the time frames needed</td>
</tr>
<tr>
<td>Normal Business</td>
<td>Allows access Monday through Thursday 8:00 AM to 5:30 PM and Friday 8:00 AM to 3:00 PM</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
</tbody>
</table>

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, 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.

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format.