

BUILDING ACCESS REQUEST FORM – SAN JACINTO CENTER

ONCE COMPLETE RETURN TO THE SECURITY DESK IN THE FIRST-FLOOR LOBBY

Name _____
 Employer _____
 Billing Address _____

 Phone _____
 Effective Date _____

Vehicle Make	_____
Model / Color	_____
License Tag #	_____
Vehicle Make	_____
Model / Color	_____
License Tag #	_____

REQUESTED ACTION(S)

- Activate New Device
- Lost Device
- Replace Device
- Deactivate Device
- Transfer Device From _____
- Other _____
- Comment Line _____

BUILDING INFORMATION

- Access to Floor(s) _____
- Add Employee to Directory
- Delete Employee from Directory
- Enable/Disable After Hours HVAC
- Other _____

- Access Fobs may only be used for Building Access
- Requests are completed in the order that they are received and usually processed that day or the next business day.
- There is a \$20 non-refundable charge for lost or damaged Fobs and for termination without returning Fob.

AUTHORIZED CUSTOMER SIGNATURE _____

OFFICE USE ONLY

OFFICE APPROVAL _____

SECURITY

- Fob # _____
- Access Level _____
- Access Linking Level _____
- Date Form Received _____
- Date Entered _____
- Entered By _____
- Date Last Used _____

TECHSPACE

- CRM Order
- CRM Contacts
- Contact List.xls
- Austin Key Fobs.xls
- Client contact notified

Check One:

- Fob Returned with Form (No Charge) – Device # (s) _____
- Fob Not Returned with Form (TechSpace or UBS Device – No Charge) – Device # (s) _____
- Fob Not Returned with Form (\$20 Fee) – Device # (s) _____
- Comment Line _____