

# ID Badge / Card Access Request Form

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

Date of Request: \_\_\_\_\_

Scottsdale Community College identification and/or access control cards are considered MCCCC property and are subject to all applicable District Administrative Regulations. Issuance of a MCCCC card(s) is accompanied by responsibility for our College property.

Cards are issued with the understanding that they will be valued as all other loaned District property for the effective accomplishment of your assignment. Any loss or damage to College ID/ access cards shall be immediately reported to the College Safety Office.

When a card is assigned to an employee, they are responsible for the return of the card(s) upon separation of employment. All cards shall be returned to the College Safety office. **SUPERVISORS: SIGN this form and email or deliver it to Sally Tournay at the College Police office ([sally.tournay@scottsdalecc.edu](mailto:sally.tournay@scottsdalecc.edu)).**

## EMPLOYEE INFORMATION:

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ Status: \_\_\_\_\_

**Do you need an Identification Badge?** Yes No

If yes, please call (480)423-6175 to make an appointment for photos/badge issuance.

Please list the building and/or room number and the days/hours you require access to those rooms:

Buildings/Room numbers	Days/Hours/Special Instructions, etc.

Supervisor Signature: \_\_\_\_\_



The Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator; (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit [www.maricopa.edu/non-discrimination](http://www.maricopa.edu/non-discrimination).

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## Access Control Card/Badge - Signature Card

Employee name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Access Control Card Number: \_\_\_\_\_

## Access Control Card Badge Issued

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

College Police (Print): \_\_\_\_\_

College Police Signature: \_\_\_\_\_

## Access Control Card Badge Returned

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

College Police (Print): \_\_\_\_\_

College Police Signature: \_\_\_\_\_