WASHTENAW COMMUNITY COLLEGE
The Public Safety Department

ELECTRONIC ACCESS PROX/FOB REQUEST FORM

To be issued to* (print or type name):_____
Last First M. I.

Full Time ☐ Part Time ☐ *Job Title*_____ WCC @ ID # _____

Washtenaw Community College ***Work Phone*** _____

*Department*_____ *Org. #* _____ *Bldg/Office/Room#* _____

- **In order to process request promptly and be notified of its completion, please be sure to fill out this form completely.**
- **A photo on file is required for processing prox card requests. Please visit SC 264 to have your picture taken/saved on file.**

Electronic Access FOB - ☐ PROX Card - ☐

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Authorized by (print or type): _____
(Note: You cannot authorize your own request)

Authorized Signature: _____ **Date:** _____
(*Dean, Director, or Supervisor*

It normally takes six (6) days to process and make FOB/Prox Card. Every effort will be made to notify you when the FOB/Prox Card are ready—*be sure to fill in a WCC work phone number*. FOB/Prox Card may be picked up at the Public Safety Office in the Parking Structure, Room CS205. Please bring a current picture ID.

College FOBs/PROX cards are not to be loaned, transferred, or duplicated. If lost, promptly file a report with the Public Safety department at 734-973-3411.

Forward all requests to Public Safety, CS 205

Public Safety Department Use Only **KEY NUMBER: K-**_____
EMPLOYEE NUMBER: _____

Meets Procedure Guidelines: Yes ☐ **No** ☐ **Initials:**_____

If No, please give reason: _____

Date FOB's/key(s) made: _____**or date request denied:**_____

FOB's/Key numbers made: _____**by:**

11/9/2017 10:55:46 AM