

KEY / ID BADGE REQUEST FORM

TERMS & CONDITIONS RELEASE AGREEMENT

Step 1: Identification - Enter information of the individual receiving key(s) / access credential(s)

Home Campus: ☐ Chancellor's Office ☐ Cañada College ☐ College of San Mateo ☐ Skyline College

_____ Last Name	_____ First Name	_____ MI	_____ G#	_____ Date	
_____ Division/Department	_____ Position / Title		_____ Email		_____ Telephone:
Check one: ☐ 1 Permanent ☐ 2 Adjunct ☐ 3 Short-Term* ☐ 4 Contracted* ☐ 5 External Group* ☐ 6 Student Assistant*					☐ *Term End Date: _____

Step 2: Request Type - Select the type of request

(Check all that apply) ☐ Relocation ☐ Modify Access ☐ Damaged Key ☐ Damaged Badge ☐ Lost Key** ☐ Lost Badge** ☐ New Key ☐ New Badge

Step 3: Building Access - List Building and Rooms Requiring Access

Building	Room No. / Space / Area / Description

Facilities Use Only	
Key Type	Key / Badge Serial Number

ADDITIONAL INFORMATION: Include access deactivation date/additional information as required.**NOTE:** For buildings with electronic access control, a badge will be required to access certain interior doors. The device will also be programmed to provide access to perimeter doors before and after regularly scheduled building usage hours.****Step 4: Replacement / Lost Key(s)/ Badge - Complete this section**

Details:	_____
_____ Last Date of Possession	

Step 5: Signatures

EMPLOYEE SIGNATURE: My signature below indicates that I have read and understand the attached Key and Lock Procedures. I understand the District's keys SHALL NOT be loaned, duplicated or transferred. I also understand that in accordance with California Penal Code Section 469, the duplication of keys or attempt to duplicate keys without authorization is a misdemeanor._____
Signature of Employee_____
Date_____
Immediate Supervisor (Signature)_____
Printed Name and Title_____
Date_____
College Vice-President/President¹ (Signature)_____
Printed Name and Title_____
Date¹(Required for Master Access/Master Key approval only)

Recipient will be notified via email when key(s) and/or badge is ready for pick up.

Procedure for District Key and Badge Issuance:

1. This Key Request Form must be completed and photo must be taken before any keys or badge are issued.
2. All key requests must have all required Approval Signatures.
3. Key(s) will only be issued to the individual whose name is on the key request form. Keys shall not be loaned to others or duplicated at anytime.
4. Key(s) will be available for pickup at the Office of the Department of Public Safety for the College that the key(s) are issued for. Valid photo ID must be presented in order to receive key(s).

Use of Keys and Badge:

District keys shall not be loaned or duplicated. California Penal Code 469 states:

Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, causes to be duplicated, or use, or has in his/her possession any key to a building or other areas owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

District key(s) are issued for the sole purpose of accessing those building areas which are necessary in order to perform the individual's assigned duties/work. Use of such keys shall be strictly limited to the building areas and timeframes directly associated with performing the individual's assigned duties/work.

All keys and locks issued by the District remain the property of the District and can be recalled at any time.

Return of Keys and Badge:

All District keys and badge must be returned to the Public Safety Office on any campus upon departure of employee or completion of assigned work by Construction and Service Company Personnel. Items must be placed in a sealed envelope with the name of the returnee written clearly on the front.

For Employees Only: The Payroll Office will check with the Public Safety Offices to make sure that all keys have been returned before the individual's final paycheck is distributed. Departures of employees include but are not limited to:

1. Termination/Resignation
2. Leaves of absence that are anticipated to exceed 90 days.

Keys and Badges for Construction and Service Company Personnel:

All construction company and service company personnel must have the approval of a Facilities Manager or the Director of Facilities Maintenance & Operations to obtain a key.

Lost or Stolen Keys or Badge:

Lost or stolen keys must be reported immediately to the Public Safety Office or the Campus Facilities Department.

Costs for replacement of lost or stolen keys and re-keying of locks may be charged to the employee or the Division in which the employee works.

Student Use of Keys and Badge:Under special circumstances and only when absolutely required, students may be assigned keys or given access to College facilities with approval of a full-time faculty or manager, the appropriate Dean, Vice President, and the Campus Facilities Manager.

Facilities Manager (Signature)

CONFIRMATION OF RECEIPT	
To be signed by applicant upon receiving keys and/or badge	
_____ Signature of Employee	_____ Date
_____ Printed Name	

ID Badge/Key Process

Please complete the form linked here [Badge/Key Request form](#) with your supervisor and division assistant and include as much detail as you can. Your employee ID (G#), district email address and the areas you need access will be required. Once the form is complete, return it to your supervisor for approval. The completed original form must be scanned in landscape and sent by your division assistant, who will send to the appropriate campus facilities department and copy Facilities Systems Manager John Doctor. Please list the subject line as **"Badge/Key Request – [last, first name]"**. This will make it easier to organize and fulfill your request.

Badge/Key request form sent to:

Cañada College Facilities - Tatiana Degai: degait@smccd.edu
Skyline College Facilities - Alexandra Degai: degaia@smccd.edu
College of San Mateo Facilities - Linda Liu: liuq@smccd.edu

Cc:

For security purposes, include your Supervisor in the email so they can confirm your attached photo.

Facilities Systems Manager - John Doctor: doctorj@smccd.edu

In order to print your ID card, we will need a passport style photo of you. I can schedule a time to meet with you and take your photo or digital passport style photo of yourself. The requirements for the photo are that it must be a forward-facing photo with a white background. A white wall with no objects in the background will suffice for the background.

If you take the photo with a cell phone then please send it as full-size format it properly for your ID card.

Photos need to meet passport quality, go here as reference:

<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

Submit one color photo, taken in last 6 months.

Use a clear image of your face.

Do not digitally retouch or change your photo using computer software, phone apps or filters, or artificial intelligence.

Have someone else take your photo. No selfies.

Take off your eyeglasses for your photo.

Use a white or off-white background without shadows, texture, or lines.



You should receive an email indicating your badge and/or keys are ready for pick up in person at the College Public Safety Office. All pick up time arrangements are made with your Public Safety Office.

Here is the request form: <https://smccd.edu/facilities/2018%200220%20SMCCCD%20Key%20Request%20Form.pdf>

Here are tips to ensure your badge is delivered quickly:

- > scan original form in landscape - do not take photo of the form and send
- > process a key badge request as soon as you know that you have hired a new employee
- > send back form completely with signatures
- > include access needed
- > mark request type
- > for other than permanent, indicate term end date
- > photo is as indicated above and is sent with same email as the request form
- > send request form/photo as indicated above