

BUILDING ACCESS

PROX CARD AND/OR SECURITY CODE REQUEST FORM

Date: _____

School/Building _____
Please print

Principal Approval _____
Required

Name _____
Please print and include middle initial

Employee ID# _____

Prox Card Request

Do you have a current card? ☐ Yes ☐ No

Action Requested

- ☐ Issue new card
- ☐ Add to my existing card* Building(s) _____
- ☐ Cancel Card
- ☐ Report lost card
- ☐ Return damaged card
- ☐ No longer a DPS #61 employee

Security User Code Request

- ☐ Request new user code (4 digit number): _____
- ☐ Remove user code from building: _____

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- *Each school must send a request for an employee to be added to your building.
 - Please return all unassigned and returned Prox cards to Buildings & Grounds.
 - Please send this completed form in a sealed envelope to Buildings & Grounds.
 - If you have any questions, please contact Buildings and Grounds (217) 362-3530 Extension: 082012