

Alarm Code Request Form

Physical Securities
101 Facilities Services
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-6953
Fax: (419) 372-8804

By signing this authorization agreement I accept the following conditions pertaining to my individual alarm code:

* I will UNDER NO CIRCUMSTANCE reveal my personal alarm code to any individual for any reason. This includes, but it not limited to: all supervisors, co-workers, police and maintenance personnel.

* I agree to take appropriate measures in securing the sanctity of my personal alarm code so as others will not obtain my personal code, either directly or indirectly.

* If, for some reason, I suspect some one has, or may have, my personal alarm code, I will immediately report this to Physical Security, Facilities Plant, so as it may be changed directly.

I fully understand that by failing to abide by these conditions I may be held personally liable for my actions via reprimand or prosecution.

I certify I have read and understand the above paragraphs and agree to abide by these conditions to the best of my ability.

Department Name: _____ Phone: _____

Area(s) to be allowed access: _____

Employee Signature: _____ Date: _____

Employee Printed Name: _____ PIN # _____

Employee Email Address (full path name required): _____

Authorized Signature: _____ Date: _____

****All fields on this form are required to process request.****

Forms may be faxed to 2-8804, or returned to Physical Security, Facilities Services ATTN: Scott

Internal use only

User Code: _____ User Number: _____ Account Number: _____