

Disable, Remove Access, Report Lost Access Card

First:		Last:				
Employee Office Location:		Department:				
		Employee #:				
Card #:]				
Request to:						
Please specify the access to be removed:						

Appointed Authority:						
Check here if you would like a copy of this form sent back to you.						
Appointed Authority:						
Appointed Authority:						

BGS Use Only						
Access Card Number:		Action/Date:				
Programmed by:						

BGS (Rev. 9/2016)