

Access Card/Identification Card/Driver's License & Key Request Form

NEW ISSUE **REPLACEMENT** (\$15 per key for lost or non-returned keys/keycards)

As per terms of this Agreement, I agree that I will NOT DUPLICATE or LOAN this key/keycard and I will **RETURN it directly to the City of Tulsa Security office** when my need for it terminates. I agree to pay the appropriate replacement charge if this key is lost.

Keys will not be issued for incomplete forms and only one key issued per form.

New Employees must attend Session I and Session II of New Employee Orientation before being issued an official City of Tulsa Access/Identification Card or Driver's License.

		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	
Employee Oklahoma Driver's License Number:		Driver's License Class:			Expiration Date:	
Last Name:	First Name:	Middle Initial:		Suffix:		
Date of Birth: (MM/DD/YY)	Hair Color:	Eye Color:	Weight:	Height:		
Department:	Job Title:	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Intern				
		Employment Status:				

I have received and read the computer use and the above key duplication policy:

Signature: _____

TYPE OF KEY/ACCESS REQUESTED: <input type="checkbox"/> METAL KEY <input type="checkbox"/> ACCESS CARD				
Building info is needed for access card. Room, Hinge, Suite, Floor and Key number information is for metal keys only.				
Building(s) Requested: _____				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Room Number: _____	Hinge Number: _____	Suite Master: _____	Floor Master: _____	Key Number: _____
SUPERVISOR USE ONLY – Departmental Authorization. Department Head Must Request/Approve Access Cards.				
This employee <input type="checkbox"/> does or <input type="checkbox"/> does not require a COT DL.		Supervisor Name: _____		
<input type="checkbox"/> New Employee <input type="checkbox"/> Replacement <input type="checkbox"/> Current Employee		Supervisor Title: _____		
Employment Status: _____		Supervisor Signature: _____		
Department Head Approval: _____		Date: _____		
SECURITY USE ONLY		FACILITIES MAINTENANCE KEY SHOP INFORMATION		
Security Notified by Safety Loss Control to issue City License:		Key Number: _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No Date Issued: _____		Date Issued: _____ Date Returned: _____		
Issued By: _____		Issued By: _____		

Issued By: _____

Date: _____

Driver's record will be reviewed by H.R. Safety Section. City of Tulsa driver's license can be revoked at anytime. Fill out and bring to City Hall, Street Level Security office with your State Identification or Driver's License

COMPLETED FORMS MUST BE SUBMITTED TO PUBLIC FACILITIES SECURITY // Email: access@cityoftulsa.org or Fax (918) 699-3437