Medical College of Georgia
Public Safety Division

Room Access / Restriction Request

Instructions: The telephone numbers are associated with the contact person. Special instructions could include anything that the Public Safety Dispatcher or Officer may need to know. Only authorized users, and the contact persons, with MCG Picture ID will be allowed entry. To properly secure a suite of offices, ALL doors in the suite MUST be specified. Please type in the information requested and send the form to ***HT-1145***. If you have questions, please call the ***ID Badging / Key Control Office at 1-6287.***

Bldg Code	Room Number	Contact Person	Telephone Number	Authorized User	Special Instructions

Authorized users **MUST** present **MCG picture ID** upon requesting entry, or access will be denied. MCG picture ID must be presented each time a request is made even if the officer knows the requestor on sight. This is to prevent recently discharged employees from gaining entry. The contact person will be called regardless of the time of day or night if an unauthorized user requests access and indicates an emergency exists. **If the contact person cannot be reached, access will be denied unless a proven life-threatening emergency exists.**

Name of Department Manager & Title	**Signature**	**Date**