

BUILDING ACCESS Card Request

10100
SANTA MONICA

Employee Name: _____

Suite:

Company Name: _____

Authorized Requestor: _____

Date of Request: _____

New Card Request: New Card for New Employee (No Charge) Photo Required

New Card for Existing Employees (Lost, Stolen, or Damaged Cards/Fobs will Incur a Charge)

Transfer to Existing Card #

Type of Card: Card (\$5.75)

Fob (\$11.50)

Wafer (\$5.00)

Access Hours: Unlimited Access, 24 hours - 7 days (Including Holidays)

Limited Access, 7am - 7pm Monday - Friday Only

Other:

Deactivate Card Number:

Please Return to the Security Department Via Email: ten100@auservices.com