

**FAA WILLIAM J. HUGHES TECHNICAL CENTER
ACCESS KEY CREDENTIAL REQUEST FORM (Version 10/2015)**

Employee Name: _____

Preferred First Name: _____

Birth Date: ____/____/____ SSN _____
mm/ dd/ year (Required-see reverse)

New Expired Other: _____

To be completed by Security
Date Entered: _____
Expiration Date: _____
Code: _____

Contractor Company Name: _____ Position Title: _____

Your work location: Bldg: _____ Floor: _____ Phone # _____

COR Name (Print): _____ COR Phone #: _____

Your COR's Signature*: _____

Contract No.: _____ Routing Symbol: _____

Contract Expiration Date (Access Key Exp. date): _____

Federal
Employee

Routing Symbol: _____ Phone #: _____

Your work location: Bldg: _____ Floor: _____

Your Supervisor's Signature*: _____

(Print and Sign)

Military

Branch of Service: _____ Phone #: _____

Your work location: Bldg: _____ Floor: _____

Designated Approval Authority*: _____

(Print and Sign)

*The Supervisor (for Federal employees), COR (for Contractor employees) or Designated Approval Authority (for Military personnel) having signed above is authorizing the above named employee to obtain a card reader Access Key Credential with **General Access** (see attached).

The Supervisor (for Federal employees), COR (for Contractor employees) or Designated Approval Authority (for Military personnel) is to review the attached listing to determine which card readers the above named employee has a work-related need to access. The listing shows the individual(s) authorized to grant access for the specific card reader(s).

The Supervisor, COR, or the employee must obtain the signature(s) of the authorization official(s). The employee must then present the completed form to the Badging Office, Bldg. 320 (Security Operations Center) located just outside the Technical Center Gate 18 (Main Entrance) where the Access Key Credential will be programmed and printed.

For questions pertaining to the Access Key Credential process, please contact the Badging Office at extension 55210. For changes and/or updates to this form please contact Thomas Grunwald (ANG-E333) at extension 54787.

**NO ACCESS KEY CREDENTIAL WILL BE ISSUED WITHOUT PROPER
AUTHORIZATION SIGNATURE(S)**

Access Key Request Form 2015 OCT 7.doc

