

Here are the steps to expedite your ID card/key requests. To do this we will need some information. Here is a link to the [Badge/Key Request form](#).

Please complete the form with your supervisor and include as much detail as you can. Your employee ID (G#), district email address and the areas you need access will be required. Once the form is complete, return it to your supervisor for approval. The completed form must be sent to the facilities department on your campus for physical keys **and** a copy sent to me for ID card setup and printing. Please list the subject line as “**ID Request – [last name]**”. This will make it easier to organize and fulfill your request.

Physical Key requests:

[Tatiana Degai](#) – Cañada College Facilities
[Alexandra Degai](#) – Skyline College Facilities
[Qing Lan \(Linda\) Liu](#) – CSM Facilities

ID card photographs, ID card printing, programming and activation:

[Jason Wendt](#) – CSM Public Safety

In order to print your ID card, I will need a passport style photo of you. I can schedule a time to meet with you and take your photo or, in an effort to expedite this process and promote safety and social distancing, you can send me a digital passport style photo of yourself. The requirements for the photo are that it must be a forward facing photo with a white background. A white wall with no objects in the background will suffice for the background.

If you take the photo with a cell phone then please send it as full size so I can format it properly for your ID card.

*****For security purposes, I request you to send your photo to your supervisor so they confirm your photo and they email it to me. This provides an additional level of security for your ID card.*****

Here is an example of good and bad photos:



You should receive an email indicating the status of your ID card a day or two after we receive these items. Your ID card will be available at the public safety office on your campus with instructions to call 650-738-7000 (Public Safety) should you have any questions.

Please contact me if you have any questions and I will do my best to assist you.

Regards,

Jason Wendt

KEY / ID BADGE REQUEST FORM

TERMS & CONDITIONS RELEASE AGREEMENT

Step 1: Identification - Enter information of the individual receiving key(s) / access credential(s)

Home Campus: Chancellor's Office Cañada College College of San Mateo Skyline College

Last Name	First Name	MI	G#	Date
Division/Department	Email		Telephone:	

Check one: 1 Permanent 2 Adjunct 3 Short-Term* 4 Contracted* 5 External Group* 6 Student Assistant* *Term End Date:

Step 2: Request Type - Select the type of request

(Check all that apply) Relocation Modify Access Damaged Key Damaged Badge Lost Key** Lost Badge** New Key New Badge

Step 3: Building Access - List Building and Rooms Requiring Access

Building	Room No. / Space / Area / Description

Facilities Use Only	
Key Type	Key / Badge Serial Number

ADDITIONAL INFORMATION: Include access deactivation date/additional information as required.

NOTE: For buildings with electronic access control, a badge will be required to access certain interior doors. The device will also be programmed to provide access to perimeter doors before and after regularly scheduled building usage hours.

**Step 4: Replacement / Lost Key(s)/ Badge - Complete this section

Details:

Last Date of Possession

Step 5: Signatures

EMPLOYEE SIGNATURE: My signature below indicates that I have read and understand the attached Key and Lock Procedures. I understand the District's keys SHALL NOT be loaned, duplicated or transferred. I also understand that in accordance with California Penal Code Section 469, the duplication of keys or attempt to duplicate keys without authorization is a misdemeanor.

Procedure for District Key and Badge Issuance:

1. This Key Request Form must be completed and photo must be taken before any keys or badge are issued.
2. All key requests must have all required Approval Signatures.
3. Key(s) will only be issued to the individual whose name is on the key request form. Keys shall not be loaned to others or duplicated at anytime.
4. Key(s) will be available for pickup at the Office of the Department of Public Safety for the College that the key(s) are issued for. Valid photo ID must be presented in order to receive key(s).

Use of Keys and Badge:

District keys shall not be loaned or duplicated. California Penal Code 469 states: *Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, causes to be duplicated, or use, or has in his/her possession any key to a building or other areas owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*

District key(s) are issued for the sole purpose of accessing those building areas which are necessary in order to perform the individual's assigned duties/work. Use of such keys shall be strictly limited to the building areas and timeframes directly associated with performing the individual's assigned duties/work.

All keys and locks issued by the District remain the property of the District and can be recalled at any time.

Return of Keys and Badge:

All District keys and badge must be returned to the Public Safety Office on any campus upon departure of employee or completion of assigned work by Construction and Service Company Personnel. Items must be placed in a sealed envelope with the name of the returnee written clearly on the front.

For Employees Only: The Payroll Office will check with the Public Safety Offices to make sure that all keys have been returned before the individual's final paycheck is distributed. Departures of employees include but are not limited to:

1. Termination/Resignation
2. Leaves of absence that are anticipated to exceed 90 days.

Keys and Badges for Construction and Service Company Personnel:

All construction company and service company personnel must have the approval of a Facilities Manager or the Director of Facilities Maintenance & Operations to obtain a key.

Student Use of Keys and Badge:

Under special circumstances and only when absolutely required, students may be assigned keys or given access to College facilities with approval of a full-time faculty or manager, the appropriate Dean, Vice President, and the Campus Facilities Manager.

Lost or Stolen Keys or Badge:

Lost or stolen keys must be reported immediately to the Public Safety Office or the Campus Facilities Department. Costs for replacement of lost or stolen keys and re-keying of locks may be charged to the employee or the Division in which the employee works.

CONFIRMATION OF RECEIPT	
To be signed by applicant upon receiving keys and/or badge	
Signature of Employee	Date
Signature of Employee	Date
Printed Name	

Signature of Employee	Date
Immediate Supervisor (Signature)	Date
Printed Name and Title	Date
College Vice-President/President ¹ (Signature)	Date
Printed Name and Title	Date

¹(Required for Master Access/Master Key approval only)

Recipient will be notified via email when key(s) and/or badge is ready for pick up.