



SECURITY

24 Frank Lloyd Wright Drive Lobby H ♦ Ann Arbor MI 48105 ♦ 734-930-4911 ♦ 734-668-7259 (f)

ACCESS CARD & KEY REQUEST

New Request Instructions

1. Complete form
2. Have Coordinator sign form
3. Bring form to Security office H2000 to have picture taken.
4. Access cards will be processed immediately.
5. Brass keys will be processed within 2 business days
Brass key requests may also be e-mailed to keys@dominosfarms.com

You will be notified via e-mail when brass key is ready

Replacement Instructions

1. Complete form
2. Have Coordinator sign form
3. Bring form and proper replacement fee (**cash or check only**) to Security office H2000
4. Access cards will be processed immediately.
5. Brass keys will be processed within 2 business days
Brass key replacement requests may also be e-mailed to keys@dominosfarms.com
Replacements will not be issued without payment of fee

EMPLOYEE INFORMATION (All Fields Must Be Completed)

DATE		NEW REQUEST?		COMPANY	
NAME					
HOMEADDRESS					
OFFICE TELEPHONE				ALTERNATE TELEPHONE	
E-MAIL ADDRESS					
VEHICLE 1 MAKE		MODEL		COLOR	PLATE#
VEHICLE 2 MAKE		MODEL		COLOR	PLATE#
VEHICLE 3 MAKE		MODEL		COLOR	PLATE#

LEVEL OF ACCESS	
STANDARD	SPECIAL 1
SPECIAL 2	SPECIAL 3
SPECIAL 4	SPECIAL 5

DOOR KEY INFORMATION	
DOOR ID # or Key Code	Quantity
DOOR ID # or Key Code	Quantity
DOOR ID # or Key Code	Quantity

REPLACEMENT FEES

\$15 Access Card \$30 Mechanical Key

IMPORTANT NOTICE

Requests cannot be processed without all of the above information. Forms with missing information will be returned for completion. Access cards and keys are the property of the Domino's Farms Office Park and must be surrendered upon termination of employment. Your first access card and key are free. There is a **\$15.00 replacement fee** for all subsequent cards and **\$30 replacement fee** for all subsequent keys. Please take care to protect your access card and keys from unauthorized use or loss. Do not allow others to use your access card or keys. Please report all lost or missing access cards and keys to the Security Control Center in Lobby H immediately.

I understand the above stated notice and I am in agreement with the regulations governing access to the building.

Requestor Signature: _____ Date: _____

Company Coordinator Signature: _____ Date: _____