



# New Employee ID Card and Access Authorization Form

UNIVERSITY OF NEW ENGLAND SAFETY AND SECURITY

## Card Holder Information

Name: \_\_\_\_\_

PRN (Personal Reference Number): \_\_\_\_\_

Department: \_\_\_\_\_

Email or Phone Number: \_\_\_\_\_

Employee Classification:  Faculty  Staff  Non-UNE: \_\_\_\_\_

Employee Status:  Full Time  Part Time  Temporary (Expires: \_\_\_\_\_)

Is a background check required for this position?  Yes

*If a background check is required, an ID card will not be issued until HR confirms that it is complete.*

## Electronic Access Control Request

Building:	Room # or Description of Door/Area:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Electronic access will only be granted for an employee's specific work area and job function. On termination or transfer access will be automatically removed. It is the responsibility of the department to notify security when access should be remove in all other cases.*

*Hard keys must be requested using the Facilities Management Key Request Form.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>IF REQUIRED, BACKGROUND CHECK IS COMPLETE:</b></p> <p>HR Signature: _____ Date: _____</p>
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*Once complete, take this form to the Biddeford Security office between the hours of 7:00 AM and 3:00 PM Monday through Friday, or call Security at (207) 602-2298 to schedule a time to have your ID Photo taken.*

*If an ID cannot be immediately printed or the employee is on the Portland Campus, IDs will be delivered via campus mail to the area marked above and may take up to three business days to arrive.*