WVDPS FORM 12 Revised 4/1/2021

## **DIVISION OF PROTECTIVE SERVICES CAPITOL POLICE**

STATE OF WEST VIRGINIA EMPLOYEE ACCESS CARD REQUEST FORM	Access Card Number   Old   New
☐Employee ☐Temporary Employee/Start Date: _	
☐Cancel Card ☐Lost Card ☐Zapped Card	
☐Termination/Retirement ☐Card Returned ☐Card Not Returned	
Transfer Spending Unit From/To:	
Modification in Other Building Profile (explain):	
Please report lost or stolen access cards/ID Badges immediately to the Division of Protective Services access card coordinator at 558-4443, or the main office at 558-9911. Replacement cost for a lost or stolen access card or ID Badge is \$10.00 (cash, money order, or check payable to Division of Protective Services). Forms may also be faxed to 558-5604.	
Please print the following information:	
Name (Last, First, Middle Initial)	Job Title:
Department: Division:	Section:
Building #: Office Telephon	e: Normal Work Hours:
Mailing address:	
Home Phone: Cellular Phone:	Date of Birth:
Driver's License Number/State:	
Vehicle Information:Year Make Mod	el Color License Number
Person to contact in case of an emergency:	
Relationship: Phor	ne Number:
Building Access Requested	
Building: 01 03 04 05 06 07 09 10 11 15 16 17 20 21 22  23 24 25 27 32 33 34 37 53 54 74 84 86 88 97 Plaza East  DNR Forks of Coal DOH Weston DOH Dry Branch Economic Development 1201 Greenbrier-DAS  DOH Smith Street Miner's Health & Safety	
Access Time Requested: Public Hours M-F  Extended Business Hours (5:30am-7:30pm) M-F  24/7  Access needed on: Saturdays  Access needed in other Buildings:	Extended Business Hours (5:30am-7:30pm) M-SSH  Sundays  Holidays
If yes, which buildings: Days:	Hours
	( )
Agency Access Card Coordinator Signature	Date Requesting Agency Phone Number