



Security Access Control Form

Purpose of this Form

The United States Capitol Police (USCP) is in charge of granting access to Secure Areas throughout the Capitol Complex. Only person(s) designated as Security Managers may determine who is authorized to have their specific access clearances assigned to them. USCP uses this form to process the request.

- Part 3 asks for the access clearances the person is authorized to have. Please use only the clearance name, not specific door numbers. If a clearance does not exist for an area, the Security Manager must contact the Security Services Bureau to create one.

Organization of this Form

This form has three parts:

- Part 1 asks for the Proximity Card number of the person requiring access, last name, first name, middle initial, the employing office or company, the employee's supervisor, and the supervisor's phone number. **Note: If the person is updating an existing card please provide the old proximity card number.**
- Part 2 asks if the individual is a full-time Congressional Staff member, Vendor, or Other (for example, parents day-care access). Service requested options include: a new Proximity Card, update an existing record, and deactivate a existing card.

Adobe 7.0.5 or later is required to use the automated features of this form.

Instructions for Completing this Form

Follow the instructions given to you. The Security Manager must print and date the form. In lieu of a signature, we will substitute the Security Managers e-mail request.

Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). We prefer you submit your form in the electronic format.

All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A")

Once completed, please push any of the " Submit Form " buttons below. It will submit the entire form. This will open up your e-mail program. In the subject line please type "

Access Request Form : "you office name " For example "Access Request form: House Judiciary Committee "

If you have any difficulty completing this form, please contact **System Operations Section at 202-593-4332**



SECURITY ACCESS CONTROL FORM

Part 1

Complete items A through E using instructions provided

PROXIMITY CARD	LAST NAME	FIRST NAME	MIDDLE INITIAL	OLD PROXIMITY CARD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYING OFFICE/COMPANY		SUPERVISOR NAME	SUPERVISOR PHONE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

Part 2

Please check the appropriate box using instructions provided

PERSONNEL TYPE	<input type="text"/>	SERVICE REQUESTED	<input type="text"/>
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Part 3

Please complete the following according to instructions given

ENTER ACCESS CLEARANCES BELOW

CLEARANCE	<input type="text"/>	CLEARANCE	<input type="text"/>	CLEARANCE	<input type="text"/>
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NOTES

OFFICE/AGENCY NAME	<input type="text"/>		
SECURITY MANAGER PRINTED NAME	<input type="text"/>	CONTACT NUMBER	<input type="text"/>
SECURITY MANAGER SIGNATURE	<input type="text"/>	DATE	<input type="text"/>



SECURITY ACCESS CONTROL FORM (con't)

ADDITIONAL PERSONNEL

PROXIMITY CARD	LAST NAME	FIRST NAME	MIDDLE INITIAL	OLD PROXIMITY CARD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYING OFFICE/COMPANY		SUPERVISOR NAME	SUPERVISOR PHONE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
PERSONNEL TYPE	<input type="text"/>	SERVICE REQUESTED	<input type="text"/>	
CLEARANCE	<input type="text"/>	CLEARANCE	<input type="text"/>	CLEARANCE
	<input type="text"/>		<input type="text"/>	<input type="text"/>

PROXIMITY CARD	LAST NAME	FIRST NAME	MIDDLE INITIAL	OLD PROXIMITY CARD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYING OFFICE/COMPANY		SUPERVISOR NAME	SUPERVISOR PHONE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
PERSONNEL TYPE	<input type="text"/>	SERVICE REQUESTED	<input type="text"/>	
CLEARANCE	<input type="text"/>	CLEARANCE	<input type="text"/>	CLEARANCE
	<input type="text"/>		<input type="text"/>	<input type="text"/>

PROXIMITY CARD	LAST NAME	FIRST NAME	MIDDLE INITIAL	OLD PROXIMITY CARD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYING OFFICE/COMPANY		SUPERVISOR NAME	SUPERVISOR PHONE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
PERSONNEL TYPE	<input type="text"/>	SERVICE REQUESTED	<input type="text"/>	
CLEARANCE	<input type="text"/>	CLEARANCE	<input type="text"/>	CLEARANCE
	<input type="text"/>		<input type="text"/>	<input type="text"/>