



RENTON  
TECHNICAL  
COLLEGE®

**CAMPUS SECURITY – KEY • ID BADGE/ACCESS CARD • GATE REMOTE • PARKING PASS – REQUEST FORM**

**Employee Information**

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Program/Department: \_\_\_\_\_ Division: \_\_\_\_\_

Staff: FT ☐ PT ☐ Faculty: FT ☐ PT ☐

**Key Request**

Building(s): \_\_\_\_\_ Room(s): \_\_\_\_\_ Door(s): \_\_\_\_\_

*Do not loan your key(s) to anybody. Promptly report lost or stolen keys to Campus Security. Return all of your keys to Campus Security upon termination of employment or when key(s) are no longer needed.*

**Gate Remote & Parking Pass Request – Vehicle Information**

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Parking Pass ☐ Remote ☐ Both ☐

**Key Access Card**

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Access Control Needs: \_\_\_\_\_ *(List buildings employee needs card access to)*

*Report to Building N, Bottom Floor, Room 101*

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*I have read the RTC key and access card acceptance form.***

**For Security Use Only**

Key Number(s): \_\_\_\_\_

Parking Permit Number: \_\_\_\_\_ Gate Remote Number: \_\_\_\_\_

**Issued By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email the completed form to [CampusSecurity@rtc.edu](mailto:CampusSecurity@rtc.edu) or send to box #54