Caltech

Request for Parking Administration Access

1. ADD ☐   CHANGE ☐   DELETE ☐

2. Employee ☐ Temporary ☐   Student ☐ Consultant ☐ _____Other_____
(company name)

3. TO BE EFFECTIVE: Beginning date:____/____/____

Ending date:_____/____/____   OR   check if Employee ☐

NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.

4. User Information:

Name: Last_____ First_____Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext._____   FAX_____

Department_____

Department Supervisor_____ Phone Ext._____

5.

Responsibility	YES	NO
HR Parking - CIT	☐	☐
Parking Administrator - CIT	☐	☐
Parking Enforcement - CIT	☐	☐
Parking Management - CIT	☐	☐
Parking View - CIT	☐	☐

6.   REQUESTED BY: (print name):_____Phone ext.:_____

7. APPROVED BY: (print name):_____ _____
Chief of Campus Security - Victor Clay

signed:_____dated:_____
Chief of Campus Security - Victor Clay

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