



SECURITY

24 Frank Lloyd Wright Drive Lobby H ♦ Ann Arbor MI 48105 ♦ 734-930-4911
E-mail: keys@dominosfarms.com

ACCESS CARD & KEY REQUEST

New Request Instructions

1. Complete form
2. E-mail to keys@dominosfarms.com or bring to Security Control Center
3. Attach photo of employee to e-mail message
4. If unable to attach photo, you must come to Security Control Center for photo
5. Access cards will be issued immediately, mechanical keys may take up to 48hrs
You will be notified via e-mail when mechanical key is ready

Replacement Instructions

1. Complete form
2. E-mail to keys@dominosfarms.com or bring to Security Control Center
3. Bring proper replacement fee. Cash or check only.
4. Access cards will be issued immediately
mechanical keys may take up to 48hrs
You will be notified via e-mail when mechanical key is ready
Replacements will not be issued without payment of fee

EMPLOYEE INFORMATION (All Fields Must Be Completed)

DATE	NEW REQUEST?		COMPANY	
NAME				
HOMEADDRESS				
OFFICE TELEPHONE	ALTERNATE TELEPHONE			
E-MAIL ADDRESS				
VEHICLE 1 MAKE	MODEL	COLOR	PLATE#	
VEHICLE 2 MAKE	MODEL	COLOR	PLATE#	
VEHICLE 3 MAKE	MODEL	COLOR	PLATE#	

LEVEL OF ACCESS

(If not completed standard access will be issued)

STANDARD	SPECIAL 1
SPECIAL 2	SPECIAL 3
SPECIAL 4	SPECIAL 5

DOOR KEY INFORMATION

(Door ID # is located on a black label on the upper hinge of door)

DOOR ID # or Key Code	Quantity
DOOR ID # or Key Code	Quantity

REPLACEMENT FEES

\$15 Access Card \$30 Mechanical Key

IMPORTANT NOTICE

Requests cannot be processed without all of the above information. Forms with missing information will be returned for completion. Access cards and keys are the property of the Domino's Farms Office Park and must be surrendered upon termination of employment. Your first access card and key are free. There is a **\$15.00 replacement fee** for all subsequent cards and **\$30 replacement fee** for all subsequent keys. Please take care to protect your access card and keys from unauthorized use or loss. Do not allow others to use your access card or keys. Please report all lost or missing access cards and keys to the Security Control Center in Lobby H immediately.

I understand the above stated notice and I am in agreement with the regulations governing access to the building.

Requestor Signature: _____

Date: _____

Company Coordinator Signature: _____

Date: _____