Appendix 709-B Request for Courthouse Building Access Form

Please note the default response for non-county people being provided key card access is for the request to be denied. Very few exceptions will be made.*

REQUEST INFORMATION **Today's Date:**

Requesting Department Head:
Last Name: _____ First Name: _____ Middle Initial: _____
Department: _____

Name of Person for Which the Exception is being requested:
Last Name: _____ First Name: _____ Middle Initial: _____
Department: _____ Position: _____

This request is for: ☐ County employee ☐ Non-county person

ACCESS DETAILS

Is this a Request for an Exception Within Your Department? ☐ Yes ☐ No
If no, what department are you requesting this person have access to? _____
Have you discussed this with the department head of that department? ☐ Yes ☐ No
If yes, what was their response? _____

Specifically, what doors are you requesting this person receive access to?
Internal Doors: _____ Times: _____
External Doors: _____ Times: _____
Cross-department Doors*: _____ Times: _____

How long are you requesting this access to continue? _____

Please provide a thorough justification for this request.

_____

How will security be maintained within the department and courthouse if this request is granted?

_____

_____
Requesting Department Head's Signature

_____
Other Department Head's Signature
(For cross department requests)

TO BE COMPLETED BY COURTHOUSE SECURITY ID AND KEY CARD REVIEW COMMITTEE:

☐ Approved ☐ Denied

By: _____
County Administrator

Date: _____

☐ Approved ☐ Denied

By: _____
Information Systems Director

Date: _____

☐ Approved ☐ Denied

By: _____
Jail Captain

Date: _____

☐ Approved ☐ Denied

By: _____

Date: _____