



# Las Positas College



## Request for Access

<b>Requestor's Name:</b>						
<b>Contact Number:</b>						
<b>Email:</b>						
<b>Position:</b>	<input type="checkbox"/> Admin	<input type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Adjunct	<input type="checkbox"/> Student	<input type="checkbox"/> Other
<b>Department:</b>						

Please allow up to two weeks to process and cut key(s).

Key(s) will be available for pick up in Campus Safety Office 1725.

If you have any questions regarding room key(s), contact Campus Safety at (925) 424-1690

Door(s) needing access
Door #

For LockSmith only		
Door Code	Key Set	Serial #

**Submit to your direct administrator / dean / supervisor for approval.**

### Approving Official

Admin / Dean / Supervisor:	
Notes:	

Once approved, please email to [LPCsecurity@laspositascollege.edu](mailto:LPCsecurity@laspositascollege.edu)