



**Electrical / Alarms  
REQUEST FOR SECURITY CODE**

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_

Site: \_\_\_\_\_ Specific Area: \_\_\_\_\_

Security Code FOUR DIGITS:  
(INDIVIDUALS TO CREATE FOUR DIGIT CODE) \_\_\_\_\_

SUPERVISORS  
SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

MY SIGNATURE BELOW CONSTITUTES THAT I AM AWARE THE SECURITY CODE I AM REQUESTING ACCESSES THE ABOVE NAMED LOCATION. I WILL NOT RELEASE THIS CODE TO ANYONE UNLESS INSTRUCTED TO DO SO BY MY SUPERVISOR, AT WHICH TIME I WILL NOTIFY THE ALARM TECHNICIAN OF MY ACTIONS.

SIGNATURE OF INDIVIDUAL REQUESTING CODE: \_\_\_\_\_

Send completed form in a sealed envelope to the Alarm Technician in the  
Maintenance and Operations Department.