



POLICE DEPARTMENT
Building Access Request
 www.marshall.tstc.edu/police



2650 East End Blvd. | Marshall, TX 75672 | 903.923.3351 | 903.926.6801 | www.marshall.tstc.edu

Employee Information

Employee Name: _____ Signature: _____ Date: _____
 Employee Title: _____ Department: _____
 ID#: _____ Ext#: _____
 Full Time Part Time Staff Faculty Other

Access Request Information

| Building | Department | Card | Key Request For Office # |
|----------|------------|------|--------------------------|
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Administrative Approvals Required (Please Read)

Departmental Card Access includes main building entrances within the assigned building.

Department Supervisor Name: _____ Signature: _____
 Division Director Name: _____ Signature: _____
 President/Vice President Name: _____ Signature: _____

College Police Office Use Only

Date Recieved by TSTC PD Personnel: _____ Signature: _____
 Date and Time advised keys ready to be picked up: _____
 Method of Notification: _____

| Key Identifier | Key Bank | Cabinet/Hook | Date Issued | Date Returned | Issued By |
|----------------|----------|--------------|-------------|---------------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |

ID Center

Date Recieved: _____ Recieved by: _____ Date De-Activated: _____ Requested by: _____
 Groups Assigned: _____