UWG ACCESS CONTROL CREDENTIAL RETURN FORM

This form must be completed by the Department Head or Departmental Access Coordinator (DAC). Please contact the Work Information Center or email access@westga.edu for pick-up of the credentials.

GENERAL INFORMATION			
CONTACT		DATE	
DEPARTMENT		PHONE	

DEPARTING EMPLOYEE			
FIRST NAME		LAST NAME	
TITLE		DEPT	
UWG ID# (917)		EMAIL	

SEPARATION TYPE	
☐ **TRANSFERRING DEPARTMENTS** ISSUED KEYS MUST BE RETURNED TO ACCESS CONTROL, EMPLOYEE CAN RETAIN ID	☐ **SEPARATING FROM UNIVERSITY** EMPLOYEE ID AND ISSUED KEYS MUST BE RETURNED TO ACCESS CONTROL

UWG ID	KEY MARK	QTY
(ID PLACEHOLDER)		

All keys/access cards are the property of the University and must be returned to Access Control upon transfer to another State Institution, University department (keys only), or termination of employment. Keys shall not be retained by the manager/department for use with a replacement employee.

DEPT HEAD/DAC PRINT NAME			
DEPT HEAD/DAC SIGNATURE		DATE	

ACCESS CONTROL NOTES	