

# Instructions for the Security & Integrity Access Card Request Form

The **Security & Integrity Access Card Request Form** initiates the process for Security & Integrity to set up and provision access badge card requests. This form is to be used for either Employee or Contractor and only one person at a time. All fields are **mandatory** unless indicated as **Optional** or do not apply as an Employee or Contractor.

## Section 1: Team Member Info

- **Legal Name:** Enter name as shown on your Driver's License
- **Employee/Contractor:** Select a value from the drop-down list
- **GLWA Group:** Select a value from the drop-down list with the primary Group
- **Assign Primary Work Location:** Select a value from the drop-down list
- **Email Address:** Enter your GLWA/Contractor email address
- **Home Address:** Enter your own home address as shown on your Driver's License
- **Ceridian Employee No.:** Enter your Ceridian ID if you are an Employee
- **Vehicle Info:** Enter Year, Make, Model & Plate of your primary vehicle
- **Company Name/ Contract No. & Name:** Enter your company name, contract number and name if you are a Contractor.

## Section 2: Team Member Emergency Contact Info

Provide the name of your preferred primary emergency contact name and phone numbers.

## Section 3: Leadership Team Member (LTM)/ Project Manager (PM) Info

Provide the LTM (if Employee) or PM (if Contractor) name, email address & phone no.

## Section 4: Team Member Access Request

- **Access Start and End Date (Optional):** Use the calendar to indicate the start and end date to access the facility. End date is **Optional** for Employees but should be used for a Contract End Date for Contractors. Access will expire for Contractors after 1 year.
- **Attached Copy of Driver's License:** Check the box indicating you are attaching a copy of your Driver's License to the request. **This is required for every request; no access will be provisioned without a copy of a valid Driver's License.**
- **Badge Renewal (Optional):** Check the box to indicate access renewal is needed. Contractor badges automatically expire annually (if not requested prior) from date of issue and require renewal using this form.
- **Additional Access Request (Optional):** Check the box indicating that this request is one for additional access than
- **Driver's License No.** Enter your current valid Driver's License no.
- **State/Province:** Enter your state/province as it appears on the Driver's License
- **Access Locations Needed (Optional - see Copy Access from Team Member):** Check one or more of the boxes. Fill out the Other text box if the facilities are not included as a checkbox.
- **Gates/Doors (Optional - see Copy Access from Team Member):** Enter All the Gates/Doors you need to access (or enter in "All Gates/Doors" if applicable)
- **Access Times (Optional - see Copy Access from Team Member):** Enter the expected times needed of facility access (ex. M-F 6am-6pm)
- **Copy Access from Team Member (Optional - see Access Locations Needed, Gates/Doors, and Access Times):** Enter a team member's name in this box to copy access in lieu of providing the details of Access Locations Needed, Gates/Doors and Access Times fields.

## Section 5: Approvals

Signatures are required. Ensure the LTM or Project Manager have signed the form (electronically or manually). Security & Integrity will sign the form once you email them the completed form and copy of your Driver's License (front and back) at [badges-request@glwater.org](mailto:badges-request@glwater.org).



# SECURITY & INTEGRITY ACCESS CARD REQUEST FORM

Revised: 1/14/2021

This form initiates the process for Security & Integrity to set up and provision access badge requests. Please submit completed form to [badges-request@glwater.org](mailto:badges-request@glwater.org).

Section 1: TEAM MEMBER INFO:		
Legal Name <small>(as shown on Driver's License)</small>	Employee/Contractor*	GLWA Group
	Contractor <input type="checkbox"/>	Young Professional <input type="checkbox"/>
Assigned Primary Work Location	GLWA/Contractor Email Address	Primary Phone No.
Waterworks Park WTP <input type="checkbox"/>		
Home Address <small>(Street Address, City, State, Zip Code)</small>	Ceridian Employee No. <small>(if Employee)</small>	
	N/A	
Vehicle Info <small>(Year, Make, Model, Plate)</small>	Company Name / Contract No. & Name <small>(if Contractor)</small>	
Section 2: TEAM MEMBER EMERGENCY CONTACT INFO:		
Emergency Contact Name	Primary Phone No.	Secondary Phone No.
Section 3: LEADERSHIP TEAM MEMBER (LTM) / PROJECT MANAGER (PM) INFO:		
Leadership Team Member/Project Manager	LTM / PM Email	Lashone.Bedford@glwater.org
Lashone Bedford	LTM / PM Phone No.	(313) 999-5761
Section 4: TEAM MEMBER ACCESS REQUEST:		
Access Start Date	03/25/2026	Access End Date* 03/25/2026
Attached Copy of Driver's License?	<input checked="" type="checkbox"/>	Badge Renewal* <input checked="" type="checkbox"/> Additional Access Request? <input checked="" type="checkbox"/>
Driver's License No.		Access Location(s) Needed:
State/Province		LHP <input type="checkbox"/> NEP <input type="checkbox"/> SPP <input type="checkbox"/> SWP <input type="checkbox"/> WBB <input type="checkbox"/>
Gates/Doors <small>(separate items using commas)</small>	N/A	WRRF <input type="checkbox"/> WWP <input checked="" type="checkbox"/> Other(s) N/A
Access Times <small>(e.g. M-F 6am-6pm ; 24/7)</small>	N/A	OR: Copy Access from Team Member N/A
Section 5: APPROVALS:		
LTM / PM	Lashone Bedford	Date 3/16/2025
Security & Integrity		Date

*\*Contractor badges automatically expire annually (if not requested prior) from date of issue and require renewal using this form.*