



## Procedures for building access card

- Fill out form below
- Obtain required signature
- Email Phyllis Castner [castnerp@binghamtonschoools.org](mailto:castnerp@binghamtonschoools.org)
- Phyllis will obtain required picture or contact you for photo appointment
- Card will be produced and sent to you.

Note: Your card is an important part of our buildings security system. You should keep it on you and know where it is at all times. If you lose or misplace your card please contact us immediately at 762-6055 as well as an email to Phyllis. We will disable your card and we will issue a new one after a 10 day waiting period to see if the card has been found.

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Name: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Building requesting access for: [Click here to enter text.](#)

Door/Doors requesting access to: [Click here to enter text.](#)

Please select reason for card:

New Employee  Lost Badge  Broken/Nonworking Badge

Phone Number: [Click here to enter text.](#) Email Address: [Click here to enter text.](#)

Director/Building Principal Signature \_\_\_\_\_