

I.D. CARD INFORMATION SHEET

TYPE OF USER

- ☐ Employee – FT or PT ☐ Contract Employee ☐ Visitor (requiring escort)
- ☐ Vendors/Contractors (not requiring escort) ☐ Credit Union Employee ☐ Volunteer

INFORMATION

Requestor's Name	Job Title	Extension

User's Information	
Name (First & Last Name)	
Department	
Title	
Height	
Eye Color	
DOB	
Weight	
Hair Color	
Date of Hire	
Dept. Head Approval*	

All employees will automatically be given General Access to City Hall (6:30am – 6pm, M-F).

*If the user requires additional access, please indicate on the next page. Extended access and 24/7 access will require department head approval.

ACCESS LEVELS

<input type="checkbox"/> Beach Maintenance <input type="checkbox"/> CERT Exec Board (EOC access 6:30am – 9:30pm) <input type="checkbox"/> City Clerk's (24hrs / 7 days) <input type="checkbox"/> City Clerk's (6:30am – 11pm) <input type="checkbox"/> City Hall Cleaning Crew <input type="checkbox"/> City Treasurer (24hrs / 7 days) <input type="checkbox"/> City Treasury Staff (6:30am – 6pm) <input type="checkbox"/> City Treasury Vault Ext Hours (6:30am – 11pm / 7 days) <input type="checkbox"/> City Treasury Vault Supv (6:30am – 6pm, M-F) <input type="checkbox"/> City Yard (Vehicle Gate Access – Yard & Beach) <input type="checkbox"/> Contractor Access Level <input type="checkbox"/> Credit Union Cleaning Crew <input type="checkbox"/> Executive Access 24/7 (Dept. Heads & Elected Officials) <input type="checkbox"/> Finance (5:30am – 11pm) <input type="checkbox"/> General City Hall (6:30am – 6pm, M-F) <input type="checkbox"/> General IS Level 1 (24/7 – Info Systems + EOC/Phone/Storage Rm) <input type="checkbox"/> General City Hall + City Yard (24 hrs / 7 days) <input type="checkbox"/> General City Hall 24/7 Access <input type="checkbox"/> General City Hall /HR <input type="checkbox"/> General City Hall / HR (24 Hrs) <input type="checkbox"/> General City Hall / HR – Extended (5:30am – 11pm / 7 days) <input type="checkbox"/> General City Hall / EOC (24/7) <input type="checkbox"/> General City Hall Weekend Only (Friday-4pm – Monday 7am) <input type="checkbox"/> General City Hall Extended + City Yard Gate (5:30am – 11pm / 7 days) <input type="checkbox"/> General City Hall Extended Access (5:30am – 11pm / 7 days)	<input type="checkbox"/> ID Only (No Access) <input type="checkbox"/> IS Intern Access <input type="checkbox"/> Library Box Office (12pm – 9pm, 7 days) <input type="checkbox"/> Library Tech Booth (12pm – 12am, 7 days) <input type="checkbox"/> Library Branch Hrs & Staff/Off (7:45am-5pm M-Th, 7:45am-5pm Fri & Sat, 12pm-5pm Sun) <input type="checkbox"/> Library Children FOTL (Open Hrs) <input type="checkbox"/> Library Cleaning Crew <input type="checkbox"/> Library FOTL (8am-9pm M-Th, 8-5pm Fri & Sat, 12pm-5pm Sun) <input type="checkbox"/> Library Inside Staff (Inside doors 7:45am-6pm M-Th, 7:45am-5pm Fri & Sat, 12pm – 5pm Sun) <input type="checkbox"/> Library IS Staff (24/7) <input type="checkbox"/> Library Open Hrs Staff/Office (7:45am-6pm M-Th, 7:45am-5pm Fri & Sat, 12pm – 5pm Sun) <input type="checkbox"/> Library Playhouse (8am-11pm Thur-Sun) <input type="checkbox"/> Library Security 24/7 <input type="checkbox"/> Library Church Hrs (6am -5pm Sundays) <input type="checkbox"/> Marine Safety (24/7) <input type="checkbox"/> Master / All City Facilities (24/7 all doors – excludes PD) <input type="checkbox"/> Master / City Hall (all doors 24/7) <input type="checkbox"/> Master / Library (all doors 24/7) <input type="checkbox"/> Master / Marine Safety (all doors 24/7 & General City Hall) <input type="checkbox"/> Master / Water Dept (all doors 24/7) <input type="checkbox"/> MS Jr Instructors Hrs <input type="checkbox"/> MS Jr. Guard Admin <input type="checkbox"/> MS Jr. Guard/Fire Dept. <input type="checkbox"/> MS Lifeguard 1	<input type="checkbox"/> MS Lifeguard 2 & 3 <input type="checkbox"/> MS Parking Attendant <input type="checkbox"/> PCTA <input type="checkbox"/> PD Gym Level <input type="checkbox"/> PD Level: Records <input type="checkbox"/> PD Radio Shop <input type="checkbox"/> Phone Room Only <input type="checkbox"/> Senior Center Master <input type="checkbox"/> Senior Center Staff <input type="checkbox"/> Senior Center Vendor (7am – 1pm) <input type="checkbox"/> Vehicle Gate Pass (Yard & Beach) <input type="checkbox"/> Water Dept. 1 Admin (24 hr Water + City Hall Extended) <input type="checkbox"/> Water Dept. 2 General (24 hr general access) <input type="checkbox"/> Water Dept. 3 General Business (General + Prod/Dist/Sewer) <input type="checkbox"/> Water Dept. 4 General (General access except B4) <input type="checkbox"/> Water Dept. Cleaning Crew <input type="checkbox"/> WD Chlorine <input type="checkbox"/> WD Control <input type="checkbox"/> WD Distribution <input type="checkbox"/> WD Fitness <input type="checkbox"/> WD Fitness 2 <input type="checkbox"/> WD Gate Entry <input type="checkbox"/> WD General Lab (Rm. 515) <input type="checkbox"/> WD Microbiology Lab (Rm. 513) <input type="checkbox"/> WD Network <input type="checkbox"/> WD Production <input type="checkbox"/> WD Scada <input type="checkbox"/> WD Sewer <input type="checkbox"/> WD Water Dept. 5
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