

PARMENTER TENANT ID & ACCESS CONTROL REQUEST FORM

- New Card Replacement Card – # from back of card _____
 Change Access – # from back of card _____
 Add Access – # from back of card _____
 Delete Access - # from back of card _____

Section 1- To Be Completed For All Requests

Date:	
Company Name:	
Employee First Name (printed):	Last Name (printed):
Phone Number:	Building Location:
Employee Signature:	
Access Requested: (if parking access is requested, please complete vehicle information below):	
Vehicle Information: Make/Model _____ License Plate # _____	
Tenant Representative Authorization	

Section 3 - To be Completed By SunTrust Center Security

Card Number	Front	Back
Date Processed:		Processed By:
Access Provided:		

*****NOTE: A \$15.00 non-refundable fee applies for replacement cards*****