

**Access Card, Photo ID and/or Hard Key Request**

For Non-Employee Contractors and Collocators

Request is for: Photo ID Hard Key Access Card Reason for Card(s) and/or Key:

Last Name: First Name:

Phone Number: Email:

Contractor/Collocator Company Name: Phone #:

Access Card Locations – Specify location(s) that requestor will need access to (not required for ID request only)

By checking this box I certify that I have read Consolidated Communications Security Guidelines document.

[Consolidated Communications Collocation Security Guidelines](https://www.consolidated.com/Portals/0/Support/Wholesale%20Support/Customer%20Documentation/Collocation%20%26%20Licensing/Security%20Guidelines%20Final.pdf)

By checking this box I certify that I agree to the confidentiality requirements outlined in the Security Guidelines.

**Approving Authority** - To be completed by an authorized agent of the requesting company.

Company Name:

Signature:

Phone Number: Printed Name:

Date:

Title:

# Mailing Information – Physical location where card(s) should be mailed (if applicable)

Name:

Street:

City: State: Zip Code:

By checking this box I certify that I have completed the requirements as instructed in Section 2.2 of the Security Guidelines.

* It is the responsibility of the recipient of the ID card, Access card or Hard key to protect the use of the issued card or key and assure that it will only be used in the performance of Consolidated Communications business or in a manner authorized by Consolidated Communications. The improper use of this ID card, Access card or Hard key, in anyway, could result in termination of access.
* If the card or key is lost, stolen or destroyed, the recipient shall immediately report its loss to Consolidated Communications Security.
* At the time of separation of employment or termination of a contract, the ID card, Access card and/or Hard key must be surrendered to the approving company to be returned to Consolidated Communications Security.

By checking this box I certify that the above listed information has or will be communicated to the Recipient.

**Photographs for ID Cards** – A color digital photograph of the Recipient must accompany this request. The picture must be a head and shoulders, straight-on photo taken against a plain, light colored background. No social photographs or hats.

**Please email request to** [wholesalecollocation@consolidated.com](mailto:wholesalecollocation@consolidated.com)

# For Security Use Only

Date Distributed:

By:

Access Card #:

Access Level Assigned: