

Faculty, Staff or Contracted Employee Permit Request Form

ALL REQUESTS FOR FACULTY/ STAFF PERMITS MUST BE SUBMITTED AT LEAST 3 BUSINESS DAYS PRIOR TO WHEN THE PERMIT IS NEEDED.

Name _____ Phone Number _____

Department or Division _____

Type of Staff or Contracted Employee

CLASSIFIED

- Full-Time
 Part-Time
 *Hourly

FACULTY

- Full-Time
 Part-Time

OTHER CLASSIFICATION

- *Volunteer
 *Intern
 *Other _____

* All volunteers, interns, hourly and contracted employees need a signed memo from their division or department supervisor.

Permit Details

Semester and Year Permit is Needed For _____

Date Current Permit Expires _____

Special Instructions _____

How Permit Will Be Delivered

Campus Mail System Picked Up at GCC Police Station (SM153)

U.S. Mail – Street Address _____

City _____ State _____ Zip _____

Do Not Write Below This Line—For Police Dept. Use Only

Date Request Received _____ Request Received By _____

Permit # _____ Card Key # _____

Prepared By _____ Date Prepared _____