

Library of Congress

IDENTIFICATION CARD, AND DOOR KEY REQUEST

INSTRUCTIONS: Complete top portion of form and section for which request is applicable. All Door Key requests must be approved by the Official responsible for the designated area. Forward 2 copies to Protective Services Office.

Name (Last, First, Middle Initial)	Employee ID	Date Submitted
Division	Room Number	Extension
A. IDENTIFICATION CARD REQUEST	PROTECTIVE SERVICES USE ONLY	
Typed Name of Authorizing Official	ID Number	Date Issued
Authorizing Official's Signature	Employee's Signature	
B. DOOR KEY REQUEST	Key Number	Date Issued
Typed Name of Authorizing Official		
Authorizing Official's Signature	Employee's Signature	

Distribution: 2 Copies - Protective Services Office, **1 Copy** - Return to Originating Office, **1 Copy** - Suspense Copy
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