



## Card Access Change Request For TR, MER and Data Cabinets

Minneapolis-St. Paul International Airport  
MAC Information Technology



### Instructions:

- 1) Make sure name(s) are written exactly as they appear on the badge. Please type or print legibly.
- 2) If identical access is needed for additional badge holders, please attach a separate sheet.
- 3) Obtain supervisor's signature. **You cannot sign for your own access change request.**
- 4) Send request to [servicedesk@mspmac.org](mailto:servicedesk@mspmac.org) and allow 5 business days for processing.
- 5) **This form is not to be used for keyed doors.** For all keyed doors please contact facilities at 612-726-5225.
- 6) For assistance with door and/or gate numbers and work areas needed please consult with your general contractor or sponsor company.

DATE \_\_\_\_\_ COMPANY \_\_\_\_\_

TR Door or Cabinet Numbers \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason or Project for Request \_\_\_\_\_

Authorized Signer's Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Badge Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

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