Access to Restricted BART Facilities and/or Key Request Form

Section I - Applicant Information

Date: _____

Last Name of Applicant: _____ First Name: _____ Cell Phone#: _____

Is the applicant a BART Employee?: ☐ Yes ☐ No If Yes, Employee ID#: _____

If No, Employer Name: _____

Section II - Access to Restricted Facilities *(check all that apply)*

☐ SFTS ☐ OKV ☐ Head End Room (M 40) ☐ OCC ☐ EOC

☐ Lobby (LMA) ☐ BPD (LMA) ☐ Hallway (LMA) ☐ Computer Room (LMA) ☐ Freight Elevator (LMA)

Access Requests -

All access requests must be approved by the Chief of Police and the Chief Engineer.
OCC access also requires the approval of the Chief Transportation Officer.
Once all signatures have been obtained, fax this form to x-6254 or e-mail to HRIS@bart.gov

Activation Date: _____ Deactivation Date: _____

Access Justification: _____

Chief Engineer _____ Date: _____

Chief Transportation Officer (OCC Only) _____ Date: _____

Section III - Key Request Information

Key requests - All new requests for Grand Master, Cash Handling, Station Entry and 10X14 keys must be approved by the Chief of Police. Keys are issued to individuals and must not be loaned, transferred, or duplicated. If lost or stolen, the incident must be reported per procedures for lost or stolen property and the UOR for the incident should accompany the request for replacement keys. Keys are District property and subject to recall.

☐ Grand Master Key ☐ 10 x 14 ☐ Other _____

Temporary Key Request End Date: _____

Key Request Justification: _____

Contact _____ at Extension _____ when keys are ready.

Section IV - Approvals

Department Manager _____ Date: _____

Manager of Security Programs _____ Date: _____

Chief of Police _____ Date: _____

Key(s) Issued By: _____ Date: _____

Key(s) Rec'd By: _____ Date: _____
Sign Name / Print Name

Completed Forms should be faxed to Extension - 6666