

## COLLEGE OF CHARLESTON Contractor Security Access Form

**In the event the person named below leaves, no longer needs the requested access, or the job is completed prior to the end date established, please notify [RH-VendorAccess@cofc.edu](mailto:RH-VendorAccess@cofc.edu) immediately.**

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Company/Vendor:                 | CofC Contract Administrator:         |
| Company Contact Phone Number:   | Contact Phone Number:                |
| Company Liaison Name:           | CofC Department:                     |
| Company Liaison Contact Number: | CofC Contract Admin. E-Mail:         |
| E-Mail:                         | Contract Dates:                      |
| Work Zone:                      | Hours of the Day Access is Required: |

**No Security Access will be approved to exceed one year. Renewal paperwork is required.**

Dates this person will need access: From: \_\_\_\_\_ To: \_\_\_\_\_

|                       |                           |
|-----------------------|---------------------------|
| Name:                 | Emergency Contact:        |
| Address:              | Emergency Contact Number: |
| City/State/Zip        | Social Security Number:   |
| Contact Phone Number: | Date of Birth:            |
| E-Mail:               | Gender:                   |

All parties acknowledge that an acceptable background check on the individual being granted security access must have been completed by the employing company/vendor per agreement with the company/vendor named above prior to access being granted. The College reserves the right to discontinue access at any time.

\_\_\_\_\_  
Date Company/Vendor Representative

\_\_\_\_\_  
Date CofC Technical Representative/Contract Administrator

\_\_\_\_\_  
Date Procurement Representative

|                                      |
|--------------------------------------|
| HR Only<br>Employee ID:<br><br>_____ |
|--------------------------------------|

**THE LANGUAGE USED IN THIS FORM DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS FORM IN WHOLE OR IN PART.**