

Access Card Request Procedure

Access cards are issued by the Security Department.

The requestor must submit a completed request form to their department which must be approved by the Department Authorizers. The form is then sent to Key Control to process. Once processed, the form is sent to the Security Department.

The Security Department will notify the requestor to report to one of the **Security Centers** with Concordia I.D., to have their picture taken in order to receive the access card.

Opening hours for the Security Centers are Monday to Friday 7:30 a.m. to 2:30 p.m.

SGW Campus

- EV 1.402 Security Offices for the EV and GN buildings
- H118 Security Control Center for all other buildings

Loyola Campus

- SP 144 Security Office

IMPORTANT: *Immediately report the loss of a card to Security at the Control Center by dialing 514-848-3717 (option 2) or by sending an email to security@concordia.ca*

Note: *Access card request forms are available at the Security Department.*

For more information, you may contact: sectech@concordia.ca