

Access Badge Vendor/Contractor Application Request Form

Badge Issued to:	
<input type="checkbox"/>	Administration Building
<input type="checkbox"/>	Bonneville Transit Center
<input type="checkbox"/>	BTC Annex
<input type="checkbox"/>	Centennial Hills Park & Ride
<input type="checkbox"/>	IBMF
<input type="checkbox"/>	South Strip Transit Terminal
<input type="checkbox"/>	Sunset Mainentnace Facility
<input type="checkbox"/>	Westcliff Transit Center Park & Ride
<input type="checkbox"/>	<u>Background Check Completed</u>



Required Information :

Last Name:		First Name & M.I.:	
Address:		City, St, Zip:	
Home Phone:		Work Phone:	
Job Title:		Company Name:	
RTC Sponsoring Department:		Notes:	
Access Days:	Su M T W Th F S	Access Times:	

Employee's Signature & Date:	
Sponsoring Department Manager Signature & Date:	
Security Approval & Date:	
Received by & Date	

Safety & Security Use Only:	
Badge #:	Access Group:
Return Date & Reason:	



Vendor/Contractor Acknowledgement of Security Access Individual Responsibilities

1. I will not, nor will I cause any other person to, tamper or interfere with, compromise, modify or attempt to circumvent any security system, measure, or procedure of the Regional Transportation Commission of Southern Nevada (RTC).
2. I agree to comply with all systems, measures, and procedures that control access to, or presence, or movement in any RTC facility or area under the control of the RTC.
3. I will not use, nor will I cause to be used, any RTC issued or RTC approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in controlled areas in any manner other than that for which it was issued by the RTC.
4. I agree to approach/question individuals in any controlled areas who:
 - a. Do not have their identification media appropriately displayed;
 - b. Are outside their designated area;
 - c. Are not properly escorted.
5. I will not make, nor will I cause to be made, any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium used to gain access to the RTC.
6. I will not make, nor will I cause to be made, any fraudulent or intentionally false entries into any record or report that is kept, made, or used to show compliance with a security procedure initiated by the RTC.
7. I will not make, nor will I cause to be made, any reproduction or alteration of any access medium or identification medium issued by the RTC.
8. I understand and agree that failure to return an RTC badge within 24-hours or upon request by the RTC will result in a fee of \$38 for each badge that is not returned. Additionally, if a badge is lost a non-refundable fee of \$38 will be charged. The first damaged badge will be replaced at no charge to the visitor/vendor. If subsequent replacement badges are needed a non-refundable replacement fee of \$38 will be charged per badge.
9. I agree to return to the RTC any security access medium or identification medium immediately upon any of the following occurrences:
 - a. At the request of the RTC Chief Executive Officer and/or Deputy Chief Executive Officer, or his/her designee.
 - b. Termination or departure from the entity that authorized my access or identification medium;
 - c. My security badge expires or becomes damaged or illegible in any way.
10. I understand that it is my responsibility to be familiar with and comply with all regulations that apply to me and my security access.

Failing to abide by any of the above responsibilities may lead to revocation of the security/identification medium, and/or immediate removal from RTC property as deemed appropriate by RTC Security.

Print Name in Full

Signature

Date

Badge#