



Request for Alarm / Electrical Security Code

Maintenance & Repair Services

Requested by: _____ Date: _____

Site: _____ Phone: _____

Specific Area: _____

Desired Four Digit (XXXX) Security Code: _____ (requesting individual to create this 4 digit code)

The code must consist of 4 numeric digits, preferably not consecutive numbers (example: 1234) – letters are not acceptable.

Requester's signature: _____ Date: _____

My signature below constitutes that I am aware the security code I am requesting accesses the above named location. I will not release this code to anyone unless instructed to do so by my supervisor, at which time I will notify the alarm technician of my actions.

Supervisor's signature: _____ Date: _____

If you have any questions please contact Becky Delgado @ 916-566-1600 ext. 36222 or Zour Xiong @ 916-566-1600 ext. 36217.

*** Send the completed form – in a sealed envelope – to: Alarm Technician, c/o Maintenance & Repairs. ***