

Long Distance Access Code Request Form

Please note: To apply for a long distance telephone access code, fill in all the information below and return the completed/signed form to the office of Information Security, Colston Hall Room 829. An Information Security personnel will notify you within five business days of their receipt of your request. Please note that incomplete forms will be returned to the sender.

Please note that in addition to local area codes 718, 347, 212, 646 and 917, upstate NY and Long Island area codes 914, 845, 631 and 516 are considered regional and are accessible to all users without long distance authorization codes.

To be completed by the applicant:		Please Print Clearly		CUNY – Bronx Community College	
Date of request		First Name		Last Name	
Faculty <input type="checkbox"/>	Staff <input type="checkbox"/>	Department		BCC Phone #:	
CONFIDENTIALITY STATEMENT (Must be signed by the applicant):					
Your signature below signifies your agreement that if you are issued a long distance telephone access code you will not share it with anyone else. You will be held responsible for all calls made using this code, regardless of the campus telephone number from which the calls are made.					
Employee's Signature:				Date:	

Please list the reason(s) that Long Distance Access is necessary for you to conduct College Business, including the geographic locations you will be calling:

All requests must be pre-approved by your Vice President or Dean and will not be processed without his or her signature below.

Print Name of VP or Dean:		Access Code Duration: National or International:	
Signature of VP or Dean:		Date:	
Approval Needed by Chief Information Security Officer	Print Name:		
	Signature:		
	Date:	Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>

DO NOT WRITE BELOW

Authorization code: _____
 Date code Initiated: _____

Code Initiated by: _____
 Code Terminated by: _____