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| COLLOCATION ACCESS CARD and Photo I.D. APPLICATION |
| Sections 1-5 must be fully completed. Please type or print information legibly in dark ink. If submitting a hardcopy, it must bear the original signature. Facsimiles will not be accepted. By submitting an electronic version of this application, the submitter agrees that this document shall be as effective as a physical paper document. If you need assistance, please first review the instruction document or you may call Frontier at 866-351-7673. | |

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| **1. TYPE of Access Card: ( ) Initial ( ) Replacement(Lost/Stolen)\* ( ) Renewal(Expired)\*** (\*List the Card Number being renewed/replaced. An Incident Report must accompany lost/stolen/destroyed card applications.)  **RENEWAL NOTE: Renewal requests will not be accepted more than 3 weeks in advance of the current expiration date.** | | | | | | | | | | | |
| **2. Photo I.D.: ( ) Initial ( ) Replacement(Lost/Stolen)\* ( ) Renewal(Expired)\*** \*Existing HID Card No.: Expiration Date: | | | | | | | | | | | |
| 3. Access to which locations: (List Collocation CLLI / State(s) on “Access Area” worksheet – link below) | | | | | | | | | | | |
| 4. Applicant Information: | | | | | | | | | | | |
| Name: (Last, First, MI) | | | Last 4-digits of SS #: | | | | Date of Birth: | | | | |
| Place of Birth: | | | | |
| Company Name: | | | Manager Name: | | | | Manager Phone #: | | | | |
| 24 Hour Contact Phone #: | | | | |
| Company Address: (Street) | | | | | | | City: | | State | Zip: | |
| Is Applicant a U.S. Citizen? ( ) Yes ( ) No <> If No, list Alien Registration number here: | | | | | | | | | | | |
| Applicant is a: ( ) Collocator Employee or ( ) Collocator Contractor | | | | | | | | | | | |
| Applicant Job Title: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **5. COLLOCATOR Mailing Address** (Must be the business address of the approved Secure Collocator Point of Contact) | | | | | | | | | | | |
| Attention: | | Company: | | | Phone: | | | E-Mail: | | | |
| Address: | | City: | | | State: | | | Zip: | | | |
| **Send completed Application & Photograph to Frontier:** | | | | | |
| **Conventional Mail:** Frontier Communications  **ATTN:** Access Card & Badge Processing Unit  1500 MacCorkle Ave S.E., Rm-100  Charleston, WV 25396 | | | | | | **E-Mail:**  [accesscardrequest@ftr.com](mailto:accesscardrequest@ftr.com)  \*Photographs must be in JPEG format | | | | | |
| **FRONTIER REVIEWS & APPROVALS** (Frontier use only) (JCR/061002) | | | | | | | | | | | |
| Department | Name: | | |  | | | | | | | Date |
| Collocation Care Center |  | | |  | | | | | | |  |
| I. D. Center Security Review |  | | | Approved ( ) Rejected ( ) Attach explanation if rejected | | | | | | |  |
|  | | | **I.D. # Assigned:** | | | | | | |  |
| Billing Documents Submitted: |  | | |  | | | | | | |  |

[Access Area Worksheet](https://wholesale.frontier.com/-/media/WholesaleDocs/access-area-worksheet.ashx)

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FORM INSTRUCTIONS

Complete each section of this form thoroughly. Please print. Incomplete or illegible forms cannot be processed. For assistance, please contact Frontier at 866 351-7673.

Definitions:

1. Initial – Employee has never had an access card issued by Frontier to access the Collocation space.
2. Replacement\* – Access card was lost/stolen and needs replaced.
3. Renewal\* – Existing card has expired and needs to be renewed. NOTE: **Renewal requests will not be accepted more than 3 weeks in advance of the current expiration date.**
4. HID Card Number – Access Card number **NOT** Photo I.D number.
5. **Access Card:** 
   1. Mark the appropriate selection based on the definitions provided above.
6. **Photo I.D.:** 
   1. Mark the appropriate selection based on the definitions provided above.
   2. \*Existing HID Card No. – Print the HID Card ID number.
   3. Expiration Date: Print the expiration date of the Access (HID) & Photo I.D. card.

**\*\*\*NOTE: Commencing 04/01/2019 Frontier Security requires all Access Card requests (Initial / Renewal /**

**Replacement) to include a current photo in JPEG format, no hat and no sunglasses. Security will no longer**

**accept / process Applications that do not have an up to date photo attached. Please make note of this change**

**going forward and take necessary actions to prevent processing delays**.

1. **Access to which locations:**
   1. List 8-digit CLLI Code / State(s) where access is needed for this technician on the Access Area worksheet.
2. **Applicant Information:**
   1. Applicant Name – Use full legal name. Nick names or common names may not be used.
   2. Last 4-digits of SS# - Provide the last 4-digits of the SS# ONLY. If this information is not provided, the application will not be processed.
   3. Date of Birth – Date of Birth (i.e. 01/01/1950).
   4. Place of Birth – City and State of Birth.
   5. Company Name – Name of company applying for I.D./Access Card.
   6. Manager Name – Name of technician’s Manager.
   7. Manager Phone # - Telephone number for Manager.
   8. 24 Hour Contact Phone # - 24 hour contact number.
   9. Company Address – Complete address, including any designations such as floor, suite, etc.
   10. Is Applicant a U.S. Citizen – Please indicate Yes or No. If no, list Alien Registration number in the space provided.
   11. Applicant is a – Please indicate either Collocator Employee OR Collocator Contractor in the space provided.
   12. Applicant’s Job Title.
3. **COLLOCATOR Mailing Address (Must be the business address of the approved Secure Collocator Point of Contact)**:
   1. Attention – Name of the Single Point of Contact.
   2. Company – Company name of Secure Collocator.
   3. Phone – Telephone number of Single Point of Contact.
   4. E-mail – Email address of Single Point of Contact.
   5. Address: Please provide the Street, City, State, and Zip for the Single Point of Contact.