



**PURCELLVILLE VOLUNTEER RESCUE SQUAD  
&  
PURCELLVILLE PUBLIC SAFETY CENTER**

**ACCESS REQUEST FORM**

Purcellville Rescue (PVRS) and the Purcellville Public Safety Center (PPSC) utilize an electronic key system for access to the building, in addition to certain rooms and offices within the building.

You will be assigned a 4-digit number that will grant you access to the core PPSC building, in addition to all the doors, both exterior and interior, leading into the EMS wing. This number will NOT work on the Fire wing - only the EMS wing and the PPSC building.

To access the station, enter your 4-digit number, followed by the pound (#) sign. If done correctly, the reader's LED will turn from RED to GREEN and the lock will unlock (for 5-seconds) allowing entry.

Be advised that the lock will re-lock after 5-seconds to insure the building is secure. PLEASE DO NOT PROP OPEN DOORS WITHIN THE FACILITY.

Since this system will track all access (both entries and attempts) by your name, it is imperative that you do not tell anyone your 4-digit number, since you will be responsible for acts committed with your loaned number.

If you know someone who wishes to have access to the PVRS facility, please refer them to the President or the Chief.

If you forget your number, please see the President or the Chief immediately.

Please fill out the information below, read the below agreement carefully, sign and return in order to be assigned your 4-digit access code.

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Name: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

PVRS and I understand that I must use this number in order to access the PVRS facility. I further agree not to tell anyone my access number, agree to notify management immediately if I forget my number and I understand that there may be repercussions for the unauthorized use of the number.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_