**ASAP requests:**

An ASAP request has replaced the DFS-137 forms to request a change in an employee’s Security Access. If you would like to request a change in your access, please provide your security officer with the following information.

|  |  |  |
| --- | --- | --- |
| **Name (first, middle initial, last):** |  |  |
|  |  |  |
| **Social Security number:** |  |  |
|  |  |  |
| **UserID** |  |  |
|  |  |  |
| **Job title:** |  |  |
|  |  |  |
| **Phone number:** |  |  |
|  |  |  |
| **Effective date of change:** |  |  |
|  |  |  |
| **Action requested:** |  |  |
|  |  |  |
| **Name of supervisor:** |  |  |
|  |  |  |
|  |  |  |