



CITY OF NEWPORT NEWS



Security Services Division

Additional Security Request Form

Requester Name: _____ Date: _____

Requester Email: _____ Phone: _____

Event Name: _____ Event Date: _____

Location: _____ Cost Per Officer Per Hour: **\$25.00**

Staffing Requested:	Location	Start Time	End Time	Total Hours
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1				
2				
3				
4				

Special Request(s):

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- Please submit completed forms to the Security Services Division via email at idbadgeoffice@nnva.gov.

- City Agencies may pay by General Ledger Charge Code:

GL/Charge Code: _____

- All other organizations must pay by check, payable to the City of Newport News Security Services stated in the Memo section. Checks must be received no later than the start time of the event. **Please note that cash cannot be accepted!**
- For inquiries or other assistance, please contact the Security Services Staff Technician at 926-7459, or call the Security Central Monitoring Facility at 926-8195, and ask for the on call security supervisor.