



Alarm Change REQUEST FORM  
(Code changes, user addition/deletion)

Valuetec Financial Equipment, LLC  
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Littleton, CO 80125

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**\*Please fax or email requests \***

Date: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Location Phone: \_\_\_\_\_ Location Fax: \_\_\_\_\_

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**Add User ( ) Delete User ( ) Change Code ( ) Other ( )**

User Name: \_\_\_\_\_  
User Code (4-6 digits): \_\_\_\_\_  
User Access (areas/partitions): 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 \_\_\_  
User D.O.B. \_\_\_\_\_  
Is this person to be on the after-hours call list? Yes \_\_\_ No \_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Notes: \_\_\_\_\_

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Authorized person making request: \_\_\_\_\_  
Authorized signature: \_\_\_\_\_  
Request submitted by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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This section for Valuetec internal use, please leave blank

Request Completed by: \_\_\_\_\_ Date / Time: \_\_\_\_\_