

## REQUEST FOR BUILDING ID BADGE

New Badge	Replacement Badge Reason for replacement Badge                      Lost                      Stolen                      Broken                      Malfunction  <i>Note: Bring broken/malfunctioning badge with request</i>	
<b>EMPLOYEE INFORMATION</b>		
First Name:	MI:	Last Name:
Employee ID #:	Work Phone:	Assigned Floor
Agency/Department	Division/Section	
Employee Signature:		Date:    /    /
<b>AFTER HOURS ACCESS AUTHORIZATION</b>		
After Hours Access Circle One	No  Yes	Floor(s):
<b>AGENCY DESIGNEE APPROVAL AND SIGNATURE</b>		
Supervisor's Name:		Supervisor's Work #:
Supervisor's Signature:		Date:    /    /
<b>THIS SECTION TO BE COMPLETED BY DAS OFFICE OF PROPERTIES AND FACILITIES</b>		
Building Name:		
Employee ID Number:		
Access Card Number:		
Entered By:		Date:    /    /
Issued By:		Date:    /    /

**Instructions:**

- 1) Print form.
- 2) Obtain supervisor's approval.
- 3) Bring completed form to the building manager's office.