

**Office of State Buildings**  
**State of Louisiana**  
 Division of Administration

**JEFF LANDRY**  
 GOVERNOR



**TAYLOR F. BARRAS**  
 COMMISSIONER OF ADMINISTRATION

**Access Badge Status Change Form**

OSB Badging Office's Telephone Number: 225.219.4799

Completed and signed forms may be faxed to 225.219.9309 or emailed to [Badging.Office@la.gov](mailto:Badging.Office@la.gov)

**Access Badge Holder Information**

<b>First Name:</b>	<b>M.I.</b>	<b>Last Name:</b>
<b>Access Badge No.:</b>	<b>Driver License No.:</b>	
<b>Please select one of the following:</b>		
<b>State Employee (full-time)</b>	<b>Student Worker</b>	<b>Intern</b>
<b>Agency:</b>	<b>Department:</b>	
<b>Contractor</b>		
<b>Company Name:</b>		

**Badge Changes**

<p><b>Delete Access Badge</b>                  (Note: Badge will be deleted from the system. Deleted badges must be returned to the Badging Office.)                  Transferred to Another Agency      No Longer Employed</p>	<p><b>Deactivate Access Badge</b>                  (Note: Temporarily deactivates, but badge will remain in the system.)</p>
<b>Effective Date:</b>	<b>Effective Time:</b>

**Access Changes**

Status			Building Access Group(s)	Access Time	Effective	
					Date	Time
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				

**Signature Requirement**

<b>Badging Coordinator:</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Phone No.:</b>

**For Internal Use Only – Please do not mark in this area**

Issued Access Badge No.	Processed By	Date