

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

Access Badge Holder Information

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

Badge Changes

<p>Delete Access Badge (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>Deactivate Access Badge (Note: Temporarily deactivates, but badge will remain in the system.)</p>
Effective Date:	Effective Time:

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

Badging Coordinator:	Date:
Printed Name:	Phone No.:

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

Issued Access Badge No.	Processed By	Date