

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:					
<input type="radio"/> State Employee (full-time)		<input type="radio"/> Student Worker		<input type="radio"/> Intern	
Agency:			Department:		
<input type="radio"/> Contractor	Company Name:				

Badge Changes

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

Access Changes

Status	Building Access Group(s)	Access Time	Effective	
			Date	Time
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> Change				
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> Change				
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> Change				
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> Change				
<input type="radio"/> Add <input type="radio"/> Delete <input type="radio"/> 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