

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

**JEFF LANDRY**  
 GOVERNOR



**TAYLOR F. BARRAS**  
 COMMISSIONER OF ADMINISTRATION

**Access Badge Enrollment 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>Date of Birth:</b>		<b>Driver License No.:</b>			
<b>Job Title:</b>					

Please select one of the following:

<b>State Employee (full-time)</b>		<b>Student Worker</b>	
<b>Transferring from Another Agency</b>		<b>Intern</b>	
<b>Agency:</b>		<b>Department:</b>	
<b>Domicile Building:</b>		<b>Telephone (work):</b>	

<b>Contractor (Supplemental form must be attached)</b>
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**Building Access Code(s) & Access Time(s)**

Building Access Group(s)	Access Time

**Signature Requirement**

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

Only the Agency, Department, First and Last names will be printed on the face of the Access Badge. The remaining information will remain confidential and will not be available to any person(s) or entities outside of the DOA/OSB Badging Office.

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

Issued Access Badge No.	Processed By	Date