

Office of State Buildings
State of Louisiana
 Division of Administration

REVISED 04/2021

JOHN BEL EDWARDS
 GOVERNOR



JAY DARDENNE
 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

Access Badge Holder Information

First Name:		M.I.:		Last Name:	
Date of Birth:		Driver License No.:			
Job Title:					

Please select one of the following:

State Employee (full-time)	Student Worker	Intern
Agency:		Department:
Domicile Building:		Telephone (work):

Contractor (Supplemental form must be attached)
--

Building Access Code(s) & Access Time(s)

Building Access Group(s)	Access Time

Signature Requirement

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

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