

Office of State Buildings  
 State of Louisiana  
 Division of Administration

JEFF LANDRY  
 GOVERNOR



TAYLOR F. BARRAS  
 COMMISSIONER OF ADMINISTRATION

**Access Badge Report Request 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)

**Report Type**

<b>Please select requested report type and complete corresponding information:</b>			
<b>Employee Access Card Transaction History</b>			
<b>Building Card Reader Transaction History</b>			
<b>Report Time Frame:</b>	<b>Start Date:</b>		<b>End Date:</b>

**Employee Access Card Transaction History Information**

<b>Employee Name:</b>	
<b>Employee Badge No.:</b>	
<b>Agency Name:</b>	

**Building Card Reader Transaction History Information**

<b>Building Name:</b>	
<b>Card Reader Location:</b>	

**Justification Requirement**

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**Signature Requirement**

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