

Office of State Buildings  
State of Louisiana  
Division of Administration

REVISED 04/2021

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
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>			
Employee Access Card Transaction History			
Building Card Reader Transaction History			
<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>	