## 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

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Completed and signed forms may be faxed to 225.219.9309 or emailed to <u>Badging.Office@la.gov</u>

Report Type					
Please select requested report type and complete corresponding information:					
Employee Access Card Transaction History					
Building Card Reader Transaction History					
Report Time Frame:	Start Date:	]	End Date	:	
Employee Access Card Transaction History Information					
<b>Employee Name:</b>					
<b>Employee Badge No.:</b>					
Agency Name:					
Building Card Reader Transaction History Information					
<b>Building Name:</b>					
Card Reader Location	:				
Justification Requirement					
Signature Requirement					
<b>Badging Coordinator:</b>				Date:	
Printed Name:			Phone No.:		