

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

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

Employee Name:	
Employee Badge No.:	
Agency Name:	

Building Card Reader Transaction History Information

Building Name:	
Card Reader Location:	

Justification Requirement

--

Signature Requirement

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