Office of State Buildings
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR

TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

Access Badge Replacement 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.:		

Please select one of the following:

⚪ State Employee (full-time)	⚪ Student Worker	⚪ Intern

Agency:		Department:	

⚪ Contractor	Company Name:	

Replacement Information

Please select one of the following:
* denotes $10.00 replacement fee may apply if damaged, lost or stolen badge was issued within 5 years.

⚪ Lost*	⚪ Name Change
	(Only acceptable upon marriage, divorce, or OSB error. Copy of driver's license required.)
⚪ Damaged*	⚪ Stolen*
⚪ Abuse*	Police Report Attached?
⚪ Normal Use	⚪ Yes ⚪ No*

Payment Method

Check or Money Order should be made payable to DOA/Office of State Buildings.

⚪ Check	⚪ Money Order
Number:	Total Amount:

⚪ LaGov Interagency Transfer

Business Area	Cost Center	General Ledger	Order

Fund	WBS	Internal Order	Functional Area

Signature Requirement

Badge Holder Signature:		Date:	
Badging Coordinator Signature:		Date:	
Badging Coordinator Printed Name:			

For Internal Use Only – Please do not mark in this area

Issued Access Badge No.	Processed By	Date