Office of State Buildings
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

Access Card Status Change Authorization Form

OSB Security Office's Telephone Number: (225) 219-4799
Fax the completed and signed form to (225) 219-9309

Access Cardholder Information

Employee Name: _____

Access Card No. _____ **La. Driver License No.:** _____

Agency: _____

Actions and Changes

Please indicate and mark "X" on the following action(s) and change(s):

X	Action(s)	Additional Change(s)			
☐	Additional Access	1.		2.	
☐	Time Change	☐	24/7	☐	Other:
☐	Deactivate	☐	Disable all access		
		☐	Specific access to facility:		
☐	Delete Access Card	☐	No longer employed	Note: Deleted card must be returned to the Office of State Buildings	

Damaged, Lost/Stolen Card Replacement

Please mark "X" on the box that applies to the conditions for card replacement:

X	Replacement Type	Mark "X" on the box for action(s)			
☐	Damaged Card	☐	Resulting from abuse ($10 charge)	☐	Resulting from normal use (No charge)
☐	Lost Card	☐	$10 processing fee will apply to the lost card replacement		
☐	Stolen Card	☐	Deactivate	☐	Police report attached
				☐	No police report attached ($10 charge)

(Note: Must be Accompanied By Employee identification Badge/Access Card Replacement Form (ISIS Form)

_____ _____

Authorized Agency Rep. Signature **Date**

Note: Please do not type. Signature is required.

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

Replacement Card No.	Processed By	Date

P. O. BOX 44001 ⚜ BATON ROUGE, LOUISIANA 70804-4001 ⚜ (225) 219-4800 ⚜ 1-800-354-9548 ⚜ FAX (225) 219-4810
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