

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

Access Badge Status Change 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:	
Access Badge No.:		Driver License No.:			
Please select one of the following:					
State Employee (full-time)		Student Worker		Intern	
Agency:		Department:			
Contractor	Company Name:				

Badge Changes

Delete Access Badge (Note: Badge will be deleted from the system. Deleted badges must be returned to the Badging Office.) Transferred to Another Agency No Longer Employed		Deactivate Access Badge (Note: Temporarily deactivates, but badge will remain in the system.)	
Effective Date:		Effective Time:	

Access Changes

Status			Building Access Group(s)	Access Time	Effective	
					Date	Time
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				
Add	Delete	Change				

Signature Requirement

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

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

Issued Access Badge No.	Processed By	Date