

Office of State Buildings

REVISED 07/2021

State of Louisiana

Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
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 license required.)
Damaged* Abuse* Normal Use	Stolen* Police Report Attached? Yes No*

Payment Method

Cashier's check or Money Order should be made payable to DOA/Office of State Buildings.			
Cashier's Check		Money Order	
Number:		Total Amount:	
LaGov Interagency Transfer			
Business Area	General Ledger	Cost Center	Grant
Fund	WBS	Internal Order	Functional Area
Expenditure Authorization Signature:			Date:
Expenditure Authorization Printed Name:			

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