

## PERMANENT COMPANY ACCESS TEMPLATE

Please print and use only blue or black ink.

To be completed by the **Authorized Signatory**

Last Name (print)	First Name (print)	Middle Name (print)
Badge Number	Primary Phone Number	E-mail Address (print)
Employer Name	Job Title	ID Media Type
		<input type="checkbox"/> SIDA <input type="checkbox"/> AOA <input type="checkbox"/> Sterile

### Access Level

To be completed by the **Authorized Signatory**

<b>Request Type</b>				
<input type="checkbox"/> New Template <input type="checkbox"/> Add Access <input type="checkbox"/> Remove Access				
<b>Template Name</b> (The Company name listed on LGB ID Media is the first access level. Additional levels can be created or modified by submitting multiple forms)				
<b>Requested Access Points</b> (List the Access the Point Name. Access point names can be found on the top of card readers)				
1.	8.	15.	22.	29.
2.	9.	16.	23.	30.
3.	10.	17.	24.	31.
4.	11.	18.	25.	32.
5.	12.	19.	26.	33.
6.	13.	20.	27.	34.
7.	14.	21.	28.	35.
<b>Reason for Access Request</b>				

### SIGNATORY AUTHORIZATION

To be completed by the **Authorized Signatory**.

Signature	Date



### MASTER TENANT SIGNATORY AUTHORIZATION

To be completed by the **Master Tenant** only if requesting company is subleasing space. Otherwise, this section can be left blank. See Annotated Guideline or FAQ for details.

Last Name (print)	First Name (print)	Company
Badge Number	Signature	Date



### LGB USE ONLY

To be completed by the **Badging & Access Control Office**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Name:	Date: