



**Page two is to be completed by the employee's Access Coordinator and supervisor.**

**COMPLEX BUILDING ACCESS**

36.  Building      37.  Work Hours      38.  Level(s)      39.  Agency Supervisor Intl.      40.  Access Coord. Intl

41. If you require access during hours other than 7:00 a.m. – 5:00 p.m. Monday through Friday, an explanation is required. If you require access to more than one building or agency, please list them below.

<b>Employee's Supervisor's Comments:</b>	<b>Employee's Access Coordinator Comments:</b>
My employee requires access to the Hoover building from 8:00 a.m. – 10:00 p.m. because...	The employee requires levels...

42.  *MLS* Agency Supervisor Intl      43.  *JKL* Access Coord. Intl      44.  Agency Supervisor Intl      45.  Access Coord. Intl.

46.  *John D. Smith*  
**Employee's Supervisor's Signature**      47.  *Nancy L. Jones*  
**Agency Access Coordinator's Signature**

48. **SPECIAL APPROVAL BUILDING ACCESS / RESTRICTED PARKING LOTS**

<input type="checkbox"/> Governor's Office <input type="checkbox"/> Judicial Branch <input type="checkbox"/> South Senate Elevator	<input type="checkbox"/> Lot #9 <input type="checkbox"/> Lot #13 <input type="checkbox"/> Lot #10 <input checked="" type="checkbox"/> Lot #14 <input type="checkbox"/> Lot #11
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49.  *Approved Signature*  
**Special Approval/Restricted Parking Signature**      50.  *Approved Signature*  
**Special Approval/Restricted Parking Signature**

51. **Employee's Supervisor's Comments:**

My employee needs access to Lot #14 because...

52. Post 16 Office Use Only:	Additional Comments:
Employee Number: _____ Card Number: _____ DPS Intl: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	