Page one is to be completed by the employee.





IOWA CAPITOL COMPLEX PARKING/BUILDING ACCESS APPLICATION

1. ☑ CARD REQUEST 2. ☐ REPLACEMENT CARD 3. ☐ CHANGE OF ACCESS 4. ☐ DELETE

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	V	KEAND	1010	

Suzanne	8.	Marie		9.	Doe	
TIRST NAME	_	MIDDLE NAME		L	AST NAME	
999-99-9999	11.	6/12/78		12.	☐ MALE ☒ FEMALE	
SOCIAL SECURITY	_	DATE OF BIRTH]	☐ MALE ☑ FEMALE	
Public Safety/Executive	14.	Iowa State Patrol		15.	Lucas Building/Complex	
DEPARTMENT/BRANCH		DIVISION		<u>.</u>	BUILDING/OFF COMPLEX	
Secretary I	17.	515-555-560)8	18.	515-555-5555	
IOB TITLE	_	EMPLOYEE PHONE		J	HOME/ALTERNATE PHONE	
doe@dps.state.ia.us	7					
E-MAIL ADDRESS	_					
SUPERVISOR INFORMAT	ΓΙΟΝ					
John D. Smith	21.	Lieutenant		22.	515-555-3879	
SUPERVISOR NAME	_	SUPERVISOR JOB TIT		1	SUPERVISOR OFFICE PHONE	
	E/VE	NDOR INFORMAT				
TEMPORARY EMPLOYE	23. Temporary Employee – Expiration Date: 6			3		
		24. Board/Commission Member – Term Expires:				
23. M Temporary Employee		er – Term Expires:				
23. Temporary Employee24. Board/Commission N	Летbе					
23. X Temporary Employee	Летbе					
23. Temporary Employee24. Board/Commission N	Летbе		27.		1234	

28. Check Action	29. Plate #	30. Make	31. Model	32. Year	33. Color	Decal #	Decal Color
Add Delete	789 EKG	Pontiac	Grand Am	1999	Red		
Add Delete	456 RQP	Chevy	Blazer	2003	Black		
Add Delete							
Add Delete							

COMPLEX BUILDING ACCESS **36.** 37. 38. **39. 40.** Building Work Hours Access Coord, Intl Level(s) Agency Supervisor 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. **Employee's Access Coordinator Comments: Employee's Supervisor's Comments:** My employee requires access to the Hoover building The employee requires levels... from 8:00 a.m. – 10:00 p.m. because... 42. 43. 44. 45. MLS JKL Agency Supervisor Intl Access Coord. Intl Agency Supervisor Intl Access Coord. Intl. 46. John D. Smith Nancy L. Jones **Employee's Supervisor's Signature Agency Access Coordinator's Signature** SPECIAL APPROVAL BUILDING ACCESS / RESTRICTED PARKING LOTS 48. Governor's Office Lot #9 Lot #13 □ Lot #14 Judicial Branch Lot #10 Lot #11 South Senate Elevator 49. 50. Approved Signature Approved Signature **Special Approval/Restricted Parking 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: DPS Intl: ___ Approved Card Number: ☐ Denied

Page two is to be completed by the employee's

Access Coordinator and supervisor.