

## BUILDING ACCESS AUTHORIZATION - PERSONNEL

(Please Print or Type)

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ SS #: \_\_\_\_\_

Agency: \_\_\_\_\_ Division: \_\_\_\_\_ Branch: \_\_\_\_\_

Building: \_\_\_\_\_ Phone #: (    ) -                      Ext.: \_\_\_\_\_

**Please check if you have an existing Finance Facility or COT Badge.**

**Instructions for Managers and Supervisors:** (An employee is allowed only one group)

- (1) Complete the employee information above.
- (2) All employees will get access to non-restricted areas during General Core Hours (6:30am to 7:00pm). Click on the down arrow to the right of General Core Hours Group to select General Core Hours access. For facility access other than General Core Hours click on the arrow to the right of the appropriate floor and scroll down the list to choose the group required for this employee.
- (3) In the Justification Section, describe your business reasons for access to the selected group.
- (4) Print form. To print just the form click on File, Print and Print current page in the dialogue box.
- (5) Sign and date the form on the left hand side only.
- (6) Submit this form to Department of Revenue, Mail Station 17. FAX: (502) 564-5090.

**Door Groups** (An employee is allowed only one group)

Initial       Revision       Revoke: Effective: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_       Replace Card

(1) Personnel General Core Hours Group ..... \_\_\_\_\_

(2) 1st Floor Groups ..... \_\_\_\_\_

(3) 2nd Floor Groups ..... \_\_\_\_\_

(4) 3rd Floor Groups ..... \_\_\_\_\_

(5) Special Groups ..... \_\_\_\_\_

Justification:

|  |  |
|--|--|
| <p><b>Supervisor Signature:</b> _____ <b>Date:</b> _____</p> | <p style="text-align: center;"><b>For Official Use Only</b></p> <p>Effective Date: _____ Initials: _____</p> |
|--|--|