The following people will be granted access:

Directors, Deputy Directors, Legislative Liaisons, Employees with business in the building (weekly, year-round). **Directors will get 24 hour access/7 days a week**. All others will get access Monday through Friday 6 am to 5 pm, during session and Monday through Friday 7 am to 5 pm the rest of the year.

Name: (First, Middle, Last):

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Date of Birth: Driver License Number: State:

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Department/Division:

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Job Title:

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Job Duties: Necessitate a need to bypass security:

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Supervisor:

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Department Director: with Signature

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Access Coordinator’s Signature Office Phone

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_