

Access Form

Capitol Building, Miller/Ola Babcock Building, Parking Lot 12 & 14 Access

NEW ACCESS MODIFY ACCESS REMOVE ACCESS

The following people may be granted access:

Directors or employees registered to lobby normally receive Capitol access. **Directors** receive 24-hour access/7 days a week. Employees registered to lobby normally receive access Monday through Friday 6:00 a.m. to 6:00 p.m. during session and Monday through Friday 7:00 a.m. to 5:00 p.m. rest of the year. Other employees with special and frequent business in Capitol may be approved Monday through Friday 7:00 a.m. to 5:00 p.m.

Name:

First:	M.I.:	Last:
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Department/Division:

Job Title:

Access Requested: Capitol Building Miller Building Lot 12 Lot 14

Job Duties: Necessitate a need to bypass security

Employee Signature:

Office Email:

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Department Director:

Name:
Signature:

Date _____

After completing this form, return via scan and email to Charlie.Smithson@legis.iowa.gov and Meghan.Nelson@legis.iowa.gov. Turn around time could be up to 2-3 days.