



AFTER-HOURS ACCESS/STATE ID BADGE

This form is dual-purpose which allows the individual designated below to apply for either a State ID Badge , after-hours access and a State ID Badge or after-hours access . Please refer to procedural criteria and check the appropriate box.

Missouri Capitol Police utilizes a keyless access control system for after-hours building access. This entry system is activated by holding your State ID/Proximity card within 2 inches of the proximity reader (square gray box with red indicator light) located in the night access panel.

A State ID Badge/Proximity card is confidential and should only be used by the employee it is issued to. Misuse of a State ID Badge, Proximity card or building access procedures may result in termination of after-hours access to state facilities. You must use your State ID Badge/Proximity card anytime you enter the building after regular business hours.

Night Access Panel Instructions:

1. Approach the panel, face into the panel mirror.
2. Make sure the light on the top of the proximity reader is illuminated in red, indicating the door is locked.
3. Hold your State ID Badge within two (2) inches of the proximity reader.
4. The light on top of the device will flash and then turn a solid green which indicates that the door is unlocked.

Once the green light on the panel is activated you will have access to the door closest to the proximity reader. If the green light fails to activate, repeat steps 1-4. If you continue to experience difficulty, press the white button on the panel to receive assistance from a Capitol Police Communications Operator.

LAST NAME, FIRST, MI		DATE OF BIRTH
BUILDING, FLOOR, ROOM NUMBER		SOCIAL SECURITY NUMBER
DEPARTMENT		OFFICE TELEPHONE NUMBER
DIVISION-SECTION-CONTRACTOR NAME		ACCESS EFFECTIVE DATE
EMPLOYEE WORK E-MAIL ADDRESS		
BUILDINGS/ROOMS AUTHORIZED TO ACCESS AFTER-HOURS (IF NONE, LEAVE BLANK)		
DEPARTMENT COORDINATOR SIGNATURE	TITLE	
DEPARTMENT COORDINATOR NAME TYPED	DATE	

USE THIS SECTION FOR DETAILED SECURITY ACCESS INFORMATION