



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
SECURITY ID BADGE/BUILDING  
ACCESS REQUEST FORM**

This form can be used to request a State ID Badge, access to interior State-Owned building secure offices, and access to State-Owned building entrances outside regular business hours.

Please refer to procedural criteria and check the appropriate box below for the type of service requested for the individual designated below:

**STATE EMPLOYEE**

- ID Badge Only
- ID Badge with Secured area access

**CONTRACTOR**

- ID Badge Only
- ID Badge with Secured area access (requires FMDC Management review and approval)

**Find more information at: <http://www.oa.mo.gov/fmdc/security/index.htm>**

Name: Last, First, MI	Social Security Number
Building, Floor, Room Number	Office Telephone Number
Department (If Contractor Badge Request please indicate Department/"Contractor")	
Division-Section (If Contractor Badge Request please indicate Division/Contractor Name)	Responsible Department (If Contractor Badge Request)
Authorized Building(s) to Access After-Hours (If none, mark NONE or NA)	
Authorized Secured Doors/Areas to Access (If none, mark NONE or NA)	Authorized Days/Hours of Access
Department Signature Authority (Typed)	Access Effective Date
Department Signature Authority (Signature)	Date

Use this section for additional or detailed security access information

**For FMDC Use Only**

Completed By: _____	Entered In:	<input type="checkbox"/> Access Change
	<input type="checkbox"/> Badge Software	<input type="checkbox"/> Defective/Damaged
Completed Date: _____	<input type="checkbox"/> JCI	<input type="checkbox"/> Lost
	<input type="checkbox"/> Lenel	<input type="checkbox"/> Name Change
	<input type="checkbox"/> VeriAdmin	<input type="checkbox"/> New
		<input type="checkbox"/> Reissue

**PRINT FORM**

**CLEAR FORM**