



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FMDC/SECURITY
ID BADGE/BUILDING ACCESS APPLICATION**

This application can be used for individuals to request a State ID Badge and/or access to building entries during nonpublic times or secured interior doors within state owned buildings.

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.oe.mo.gov/fmhc/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