



Facilities Management ID / Access Card Request

Facilities Management, Dept. 103

Location: 9th Floor, 9.D.4-4

Hours:

Mon. – Fri; 8 – 11 a.m.; 1:30 – 3:00

This form must be signed by the Agency designated Representative.

Once complete: fax to (720) 913-0754 or email desiree.mondragon@denvergov.org

Badge Type

- New – 1st time badge
 Replacement (lost, stolen, broken)
 Replacement (Transfer, Promotion, Demotion)
 Employee
 Contractor
 Intern
 Update Access
 Delete Access

Full Name:

Agency:

Building:

Floor:

Access Requirements (Check the appropriate blank.)

- General Access (7 a.m. – 6 p.m.)
 Other (please state):
 After-Hours Access (weekends, before 7 a.m. or after 5 p.m.) - List all areas the employee needs to access - must obtain signature of Agency Representative for any area outside of your Agency

Access Designations Agency, Floor, Door or Description

Agency Representative Signature

(If sending this via email, your from line in your email will be considered to be your signature)

Agency Representative

Date Submitted to Facilities Management

Employee Acknowledgements

I understand this card is the property of the City & County of Denver and must be returned upon my termination, at the conclusion of this project, or if requested by the City and County of Denver. Possession and use of this card constitutes acceptance of the terms and conditions of City and County of Denver policies governing its use. **I understand that if this card is lost or stolen, I must immediately notify Facilities Management at 720-913-0788. I will be required to pay \$25 for any replacement card.**

I understand that if other City and County of Denver services are to be accessed, it is my agencies responsibility to get the card activated and/or terminate my participation in these services.

Note: Activation of your card should be completed by Facilities Management within 48 hours of submitting this form.

Card Received and Accepted / Employee Signature

Employee

Date Received by Facilities Management