



## SECURITY ACCESS AND PHOTO ID REQUEST

DEPARTMENT OF HEALTH AND HUMAN SERVICES

RISK MANAGEMENT

SFN 977 (9-2022)

Please have the Section Director/Designee complete this form and return to the Department Risk Manager as soon as possible for processing.

☐ NEW ☐ CHANGE ☐ RE-ISSUE

Employee Name

Employing Unit

### Building Security Access Level (choose only one level)

☐ **Level G** - General Access (Capitol Complex and Judicial Wing 2nd and 3rd Floor, with the exception of 'JW 2nd DR7' 24 hour access)

☐ **Level 1** - Controlled Access (Capitol Complex and Judicial Wing 2nd and 3rd Floor, with the exception of 'JW 2nd DR7' 7AM to 5PM Monday- Friday access)

☐ **Level 2** - Capitol Complex and Judicial Wing 2nd and 3rd floor door specific request:

Door Number(s)

### Office Door Key

☐ Yes ☐ No

Hard Key Number Requested

### ID Card Only (No Access)

☐ Yes ☐ No

Section Director/Designee Signature

Date