



Security - Badge Access Request Form Consultant/Contractor

Consultant /Contractor Information

Check One: Consultant Contractor Vendor Visitor Other

Company Name: _____

Company Phone # (include area code): _____

First Name: _____ Last Name: _____

Title: _____

Phone # (include area code): _____



City Hall Employee Contact Information

Who to contact at City Hall regarding consultant/contractor above. Please return consultant's badge when consultant leaves or call Security at 535-1286 and let them know consultant has left so badge can be deactivated.

City Hall Contact First Name: _____ Last Name: _____

Employee No.: _____ City Hall Contact Phone No: _____

Personnel Area (check):

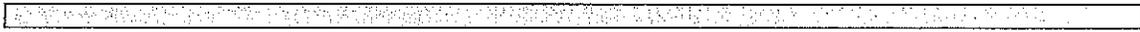
Contact Signature: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Airport | <input type="checkbox"/> Dept. of Trans | <input type="checkbox"/> Library |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Employee Services | <input type="checkbox"/> Office of Economic Development |
| <input type="checkbox"/> City Auditor | <input type="checkbox"/> Environ Services Dept | <input type="checkbox"/> Parks/Recreation and Neigh Services |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Finance | <input type="checkbox"/> Planning/Building/Code Enforcement |
| <input type="checkbox"/> City Council | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Planning/Building/Code Enforcement |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> General Services | <input type="checkbox"/> Police Department |
| <input type="checkbox"/> Contract Employees | <input type="checkbox"/> Housing | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Convention Center | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Redevelopment Agency |

Authorized by: _____ *Signature:* _____

Consultants/Contractor's Badge to expire on (mm/dd/yyyy): _____
 (Enter date you expect consultant to no longer need the badge. Six month maximum. If consultant will need badge longer than six months, email or go to Security to have it extended prior to expiration date.)

Building and Floor Access: _____



To be filled out by Security

Badge Number: _____ Date Issued (mm/dd/yy): _____