

State of Alaska Employee Access Request  
GENERAL BUILDING FORM

\*PLEASE DOWNLOAD THE FORM AND OPEN IN ADOBE  
ACROBAT FOR OPTIMAL USE\*

Department of: \_\_\_\_\_

City: \_\_\_\_\_

Division of: \_\_\_\_\_

Building(s): \_\_\_\_\_

**Employee Information**

Last Name: \_\_\_\_\_

Employee ID # \_\_\_\_\_

First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Access Request Type**

New State Employee

Match access to State Employee Name: \_\_\_\_\_

24/7 Hour Access

Exiting Employee

Keycard Card Returned

Current State Employee (Department Transfer)

Match access to State Employee ID: \_\_\_\_\_

Hang Tag Returned

Keep Current Access

Business Hours

Received by: (Full Name)

Remove Current Access

Access.

(6 a.m. to 6 p.m. Mon-Fri)

**Card Information**

Reason for replacement: \_\_\_\_\_

Need New Keycard

Current Card # \_\_\_\_\_

Replacement Card # \_\_\_\_\_

Start Date: \_\_\_\_\_ Hang Tag # \_\_\_\_\_ Pin # \_\_\_\_\_

**Department Access**

**ACCESS NEEDED:** Include as much information as possible (suite #, temporary access date range, etc)

**LPPG Amenities**

Bike Cage

**Atwood Amenities**

Nursing Suites 2nd and 19th

Executive Parking Garage

**\*NOTE: must be a Deputy Director or higher to park in Executive Parking Garage (EPG).**

Freight Elevator. (Please explain need.)

**Palmer SOB Amenities**

Recycling

**Authorization** Required for Access Level Removal/Addition

\_\_\_\_\_

Authorized Print

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

**Submitted by:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Email

\_\_\_\_\_

Date

**Best Practices to Avoid Processing Delays**

- Please fill out the form completely.
- Click the "Submit" button on the form or email the form to Secure Badge at [doa.dgs.securebadge@alaska.gov](mailto:doa.dgs.securebadge@alaska.gov)
- Please save the document as: **City. Building. Department. Division. Employee Name**
- You will receive notification and any necessary instruction once your request has been completed.
- Processing delays may occur in the event that the Secure Badge Team needs to verify the request.
- Please refer to pages 2 and 3 for keycard policies.

Please email completed form to Secure Badge: [doa.dgs.securebadge@alaska.gov](mailto:doa.dgs.securebadge@alaska.gov)

**OFFICE USE ONLY**

Executive Parking  
Garage Approved  
By: \_\_\_\_\_

Freight Elevator  
Approved by: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

REV 10/10/2023

## Rules Regarding Keycards

The primary purpose of the access control / keycard system is to provide secure access to employees and contractors. This memorandum will outline the policy and procedure related to the Millennium and S2 access control systems. The purpose of this memorandum is to identify the process and procedures for obtaining keycard access in the following buildings:

- Robert B. Atwood Building
- Linny Pacillo Parking Office & Garage
- Geological Materials Center
- Palmer State Office Building
- Fairbanks Regional Office Building
- Alaska Office Building
- Juneau State Office Building & Garage
- Court Plaza Building
- Community Building
- Dimond Courthouse
- Douglas Island Building
- 7 Mile Highways Complex (DOT)
- Capitol Building (3rd Floor Only)
- AMHS Reservation Building (DOT)
- Facilities Center

**Below is the general policy for the use and receipt of access cards. Failure to adhere to the policies outlined below may result in your keycard being revoked or access being reduced.**

- Employees may not share keycards with other employees, family members, contractors, or members of the public.
- Employees may not tailgate when entering into secured doors (i.e. you must each swipe your access card before going through a door). The purpose for this is to account for the whereabouts of staff in the event of an emergency and to ensure compliance of security guidelines for secure office spaces.
- Keycards may not be reused for any reason. All keycards must be destroyed upon the employee leaving State service or contract work being completed. This includes the HID cards issued in Juneau.

If the employee is moving to a new department or division, keycards may be kept and a new form for access will be required to remove old access and add new.

### Authorized Signers

- Only the authorized signer may request access on behalf of the agency. If the authorized signer did not sign the form, there will be delays in processing of your request.
- Authorized signers or those who prepare the Secure Badge form must fill out the form to completion, if items are missing especially name, employee ID, location/building, or desired access, processing will be delayed and do not fall in our estimated request turn around times.
- Authorized signers must notify Secure Badge of any changes related to the employee, this includes but is not limited to:
  - Change in position or PCN
  - Change in access required
  - Leaving state service
  - Change in duty station or job location
- A Secure Badge form is required in order for access requests to be processed. Delays in processing will be experienced if the form is not provided or not filled out properly.
- Authorized signers are only able to request access for the area that they are delegated for, if an employee requires dual access to another division or department's space, the authorized signer for that space must also sign the form.

## **Lost Cards**

- If an employee loses their keycard there is a 72 hour waiting period starting from the time Secure Badge is notified. Employees must notify Secure Badge immediately upon discovering they have lost their card. The card will be temporarily deactivated to give time to locate the card. If after 72 hours the card has not been found, a new card may be issued.
- Excessive lost cards, 3 or more within a 6 month period, may result in loss of use of the card entirely or a fee to cover the cost of the card and staff time.

## **Temporary Access**

- Temporary access to certain areas may be approved on an as needed basis. This includes things such as temporary Executive Garage parking access in the event of a medical issue. This is approved on a case by case basis with proper justification from Human Resources.

## **Special Access Areas**

- There are special access areas in a number of the buildings, if you require special access i.e. Freight Elevator, Shipping & Receiving entrance, or Executive Garage, you will need to provide a justification for this request which is reviewed on a case by case basis. Misuse of the Freight Elevator or Shipping & Receiving door may result in the access being immediately removed.
  - Freight Elevator Access: Freight access should only be used by Building Management, Delivery companies i.e. USPS, UPS, and when actively loading or moving items not appropriate for the passenger elevators.
  - Using the freight elevator out of convenience to move between floors it not acceptable.
  - Nursing suites, you must knock and announce your entry when entering the nursing suites.

## **Reports / Audits**

- Reports may be pulled upon request from the system. Reports are time consuming so it's very important that the request is clear.
- Reports related to who has access to a certain door/s may be provided to the Authorized Signer.
- Reports for specific information about who has entered the suite or specific reports on an employee/s require approval from the Division of Personnel and Labor Relations Director. These reports will require a justification as to the reason for the request. No report can or will be provided until DOP&LR Director approves.

**Please contact Secure Badge if you have questions, comments or concerns.  
Thank you – Secure Badge Team**