

**Access Card Request**

1 FINANCIAL PLAZA

Email completed forms to Security at [security.OFP@securitasinc.com](mailto:security.OFP@securitasinc.com)

Name of Company: \_\_\_\_\_

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

Card Holder: \_\_\_\_\_

Suite / Floor: \_\_\_\_\_

***Type of Request*** (Check One)

|                          |                     |                       |
|--------------------------|---------------------|-----------------------|
| <input type="checkbox"/> | New Card Holder:    | _____                 |
| <input type="checkbox"/> | Remove Card Holder: | _____                 |
| <input type="checkbox"/> | Name Change:        | From: _____ To: _____ |

Parking: \_\_\_\_\_

License #: \_\_\_\_\_

Make of Car: \_\_\_\_\_

24 Hours: \_\_\_\_\_

HVAC: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_

Access Card #: \_\_\_\_\_

Old Card Returned: \_\_\_\_\_

Parking Card Number: \_\_\_\_\_

*To Be Completed By Building Security*

Building Authorization: \_\_\_\_\_

Request Processed: \_\_\_\_\_

Parking Authorization: \_\_\_\_\_