

ARKANSAS BUILDING AUTHORITY

MIKE BEEBE, GOVERNOR

• ANNE W. LAIDLAW, DIRECTOR

BUILDING OPERATIONS : 2200 W. 7TH STREET • LITTLE ROCK, AR • 72201 • (501) 324-9291 • FAX (501) 324-9298 • TDD (501) 682-1487

ACCESS CARD & KEY REQUEST

Request Date

Agency/Department/Board/Commission

Print Name of Person to be Issued Card/Key

Building

Suite or Room #

Check all that apply:

- Person Named Above is **NOT** a Tenant, State Employee or Official Inoperable Key
- New Number/Card Need a Suite Key Lost Card Never acquired Access Card
- Delete from System I want my old number deleted and a New Number/Card issued
- Request old number to be reassigned to a New Employee/Location – Card # _____

Reassign Key from _____

As the requesting official, I certify that I have the authority to request and disburse cards and keys for the above referenced state entity and understand ABA reserves the right to deny such requests. Additionally, I agree that it is my responsibility and duty to return the card or key to ABA once use is discontinued or terminated, including cards/keys disbursed to those individuals who are neither state officials or employees nor a building tenant. Furthermore, I agree that a \$15 non-refundable fee is required prior to issuance of cards to individuals who are neither state officials or employees nor building tenants; as well as for cards which are unreturned, lost or stolen.*

Signature

Print Name

Phone #

Do Not Print Below This Line – To Be Completed by ABA Building Operations

Access Card Number Assigned

Date Entered

Download

*Supervisor/Manager/Administrator/Director/Chairperson

Revised 10-14-10

Please fax completed form to 501-324-9298

“An Equal Opportunity Employer”