

DEPARTMENT OF GENERAL SERVICES POLICE
BALTIMORE STATE OFFICE CENTER
BUILDING PROX ACCESS REQUEST FORM

Permanent Employee

Contractual/Temporary Employee **

Name: _____ Date of Birth: _____
(Print) LAST FIRST MI

DHMH/Agency: _____ Last four numbers of Social Security Number _____

Office Address: _____ Office Phone # _____

Front Card Number: _____ Back Card Number: _____

BUILDING PROX ACCESS

201 Building 300 Building 301 Building 500 Building

Authorization Signature: _____
(Appointing Authority/Senior Department /Agency Official)

Print Name: _____ Phone: _____

Title: _____

Justification: _____

(Fill Out Either The Permanent Access Or The Advanced Notice Requests Section – NOT BOTH)

**PERMANENT ACCESS FOR SPECIFIC DAYS OF THE WEEK or
24/7 ACCESS NEEDED (ONLY Permanent Employees may apply in this section)**

Day(s) of the week: M Tue W Thu F Entry time _____ Exit Time _____

24/7 (Limited Use) Sa Su Entry time _____ Exit Time _____

ADVANCED NOTICE REQUESTS (for specific dates):

M date _____ T date _____ W date _____ Thu date _____

F date _____ Sat date _____ Sun date _____ Holiday date _____

Entry time _____ Exit Time _____

Printed name of employee escorting Contractual/Temporary Employee** _____

****Contractual/Temporary Employee - Must call 410-767-4793 for entry and exit on day(s) requested and Permanent Staff must be present with Contractual/Temporary Employee(s)**

ID Coordinator Signature: _____ Date: _____

Print Name: _____

Title: _____ Central Service Division, Chief or Deputy Chief