

DEPARTMENT OF GENERAL SERVICES POLICE  
BALTIMORE STATE OFFICE CENTER

**PARKING FACILITY PROX ACCESS**

**201 Building Garage Parking - After 4:00 PM**

**Advanced Notice Request Form**

**The purpose of this form is to allow access to the 201 Building Garage after 4:00 pm on business days. The PROX System will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.**

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: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_  
(Appointing Authority/Supervisor)

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Justification:** \_\_\_\_\_

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Regular Monday through Friday

or

M date \_\_\_\_\_  T date \_\_\_\_\_  W date \_\_\_\_\_  Th date \_\_\_\_\_  F date \_\_\_\_\_

or

Beginning date: \_\_\_\_\_ Until date: \_\_\_\_\_ Entry time **4:00 pm**

**Please Note: This should be limited to staff working after 5:00 PM**

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Authorization

Central Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_