

LEASE TENANT SECURITY ACCESS FORM

FILLED IN BY ACCESS BADGE HOLDER

First Name:	Last Name:
Company Name: California Office of Data and Innovation	Primary Work Location: 401 I Street, Suite 200, Sacramento, CA 95814
Job Title:	Phone Number: (916) 841-4047
Email: administration@innovation.ca.gov	End Date (if applicable):

RESPONSIBILITIES OF ACCESS BADGE HOLDER

I understand that I am personally responsible for the access card issued to me and will take reasonable steps to prevent its misuse, loss, theft and/or damage. I will immediately notify my supervisor and email badgerequest@cityofsacramento.org when I discover that the access card is missing, damaged or if I no longer need access. If lost card is found, it must be immediately returned to the access coordinator.

I will wear the badge while in a City of Sacramento Facility with the photo displayed and easily visible. The access badge that is assigned to me is for my exclusive use and I not loan or give it to other individuals. I will not allow others to tailgate through a secured door. Upon exiting a secured door/gate, anyone entering a secured door must badge in and cannot just walk in as I exit.

Tenant's Employee Signature:

REQUEST FOR

<input checked="" type="checkbox"/> New Badge	<input type="checkbox"/> Access Change	<input type="checkbox"/> Additional Access	<input type="checkbox"/> Replacement
If Replacement provide Reason:			
<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Damaged	<input type="checkbox"/> Other:
Access Time:			
<input type="checkbox"/> 24/7	<input checked="" type="checkbox"/> Business Hours	<input type="checkbox"/> Other:	
Tenant's Manager or Designee (approval for request):		Signature	
Print Name Tara Stevens, Head of Administration		Tara Stevens	

FACILITY ACCESS – Please note that each site has an authorized City of Sacramento Site Manager that can sign off on access.

300 Richards			
<input type="checkbox"/> River District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Access/ Comment:			
Site Manager:		Site Manager:	
Print Name		Signature	
City Hall			
<input type="checkbox"/> Tifferet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Access/ Comment:			
Site Manager:		Site Manager:	
Print Name		Signature	
City Hall Garage COMING SOON			
<input type="checkbox"/> Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Access/ Comment:			
Site Manager:		Site Manager:	
Print Name		Signature	
Capitol Garage COMING SOON			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Access/ Comment:			
Site Manager:		Site Manager:	
Print Name		Signature	
Sacramento Valley Station			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Access/ Comment:			
Site Manager:		Site Manager:	
Print Name Jeremiah Beam		Signature	

CONTACTS & SUBMITTING FORM

Submitting Forms: Only Electronic Submissions are accepted.

- Email forms to badgerequest@cityofsacramento.org
- On the subject line put Employee's first and last name

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Access Coordinator contacts:

- City Hall: (916)808-5761
- 24th St Corp Yard: (916)808-6811
- Email: badgerequest@cityofsacramento.org