



ACCESS CARD REQUEST

Requests for building access cards only be submitted by an authorized requestor of your company

Date: _____

Company: _____

Suite #: _____

Employee Name: _____

Effective Date: Start: _____
 End (if Temporary): _____

Card Type: New: _____
 Replacement: _____

Access Level: All Access: _____
 Business Hours Only*: _____
 Other : _____

*Please refer to business hours of operation as listed in your Lease

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

**PLEASE ADVISE YOUR NEW EMPLOYEE THAT BUILDING ACCESS CARDS CAN BE PICKED UP IN
THE MAIN LOBBY AT SECURITY DESK**

Please return completed form to: wwilliams@lpc.com . Cards can typically be issued
within 24-hours.
