

**OPB****Office of Parking and Badging**
Division of Capitol Square Services

dgs.virginia.gov

Building Access Transactions Report Request

An Agency Head or a designee that is on file with DGS shall complete this form to request a report for an individual employee of that agency. This form should be submitted to the DGS Parking Services and Building Access Section.

PART 1: REQUESTOR'S INFORMATION	
Agency Name:	Agency Number:
Requestor Name:	Phone:
Fax:	Email:
Cost Code:	Billing Address:
Billing Instructions:	
PART 2: INFORMATION REQUESTED	
Please download access card data for the following employee for the time period(s) indicated. If requesting data from the most recent 45-day period, there will not be a charge. Requests beyond this 45-day window will be charged \$70 for each calendar month that data is requested. Data is limited to the most recent 12 months.	
Name of Person that Data is Requested:	
Access Card Number:	
Time Period Requested:	
<input type="checkbox"/> Most recent 45 days of data (free)	
<input type="checkbox"/> Additional data (\$70 for each calendar month that data is requested)	
Time Period(s):	

By providing your signature below you agree your agency is responsible for the charges incurred by this request.

Signature of Agency Head or Designee: (Designees must be on file with DGS)	Date:
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DGS-32-009(04/11)