

## Delegate NEW Appointed Authority

First:  Last:

Employee Office Location:

Department:  Phone:

E-Mail:

I delegate the above mentioned the authority to:

1. Requests new ID or Access Badge for this agency/department.
2. Request new parking permit.
3. Disable an ID, Access card, or parking permit.
4. Add access to a badge.
5. Request a summary of cards and permits issued to our agency or department.

Agency Secretary/Dept. Commissioner or their designee signature:

New Appointed Authority signature:

### BGS Use Only

Received by:  Date: