10-A030
(03/07/06)

BUILDING ACCESS AUTHORIZATION

(Please Print)

Name: Last: _____ First: _____ MI: ____ SS #: _____

Agency: _____ Division: _____ Branch: _____

Building: _____ Phone #: ( ) - Ext.: _____

Instructions for Managers and Supervisors:

(1) Complete the employee information above.
(2) All employees will get access to non-restricted areas during Core hours (6:30 a.m. to 6:00 p.m.). Local Government access is 7:30a.m. to 5:00 p.m. Check the boxes below if you need either:
- After Hours access to a non-restricted area
- Core Hours or After Hours access to a restricted area. **Restricted areas are in bold highlight below**

See reverse side for a listing of which doors are included in each access area.
(3) In the Justification Section, describe your business reasons for access to each area you checked.
(4) Sign and date.
(5) If any boxes are checked, you must have the Supervisor of that area initial the form before access can be granted
(6) Areas with an asterisk next to them require the Disclosure Officer's signature before access can be granted.
(7) Submit this form to Department of Revenue, Mail Station 17. FAX: (502) 564-5090.

Core Hours:	After Hours:	Access Areas:	Initials	Core Hours:	After Hours:	Access Areas:	Initials
	☐	(1) 200 Fair Oaks	_____		☐	(13) Property Valuation	_____
☐	☐	**(2) Property/Support Svcs.**	_____		☐	(14) 100 Fair Oaks	_____
☐	☐	(3) 200 Wiring	_____	☐	☐	**(15) File Room (100 Fair Oaks)**	_____
	☐	(4) 200 COT & 200 Collections	_____		☐	(16) Collections(100 Fair Oaks)	_____
	☐	(5) Central KY TPSC	_____		☐	(17) Adjustments (100 Fair Oaks)	_____
☐	☐	(6) 2nd Floor	_____		☐	(18) Perimeter Park	_____
	☐	**(7)** Taxpayer Assistance	_____	☐	☐	(19) Perimeter Park Server Rm	_____
☐	☐	**(8) Federal Area**	_____	☐	☐	**(20) 200 COT OAD**	_____
	☐	(9) Business Tax	_____	☐	☐	**(21) Federal Server Room ***	_____
	☐	(10) Protest Resolution	_____		☐	(22) Local Government	_____
☐	☐	**(11) Reg. & Data Integrity**	_____	☐	☐	**(23) Public Advocacy**	_____
☐	☐	**(12)Office of Legal Svcs for Rev**	_____	☐	☐	**(24) 150 Fair Oaks**	_____

☐ Initial ☐ Revision ☐ Revoke: Effective: ____/____/____ ☐ Replace Card

Disclosure Officer's Approval: _____ Date: ___/___/____

Justification:
_____
_____
_____

Supervisor Signature:	**Date**:	Effective Date:	Initials:
_____	_____	_____	_____

10-A030
(7/07/05)

Note: Changes can be made to an employee's area access without issuance of a new ID badge/swipe-card. To make changes, complete a new Building Access Authorization and mark it 'Revision'. When approved, changes can be authorized in the system for the existing badge.

Access Areas:

(1) 200 Fair Oaks Includes: Main Lobby South Entrance West Entrance East Entrance 3rd Floor Lobby 3rd Floor East Stairs 3rd Floor West Stairs 4th Floor Lobby 4th Floor East Stairs 4th Floor West Stairs Public Service Branch	**(2) Property/Support** Svcs. Includes: Property Reception Property Double Doors Warehouse West Loading Dock	(3) Wiring Closet Includes: 1st Wiring Closet 2nd Wiring Closet 3rd Wiring Closet 4th Wiring Closet	(4) 200 COT & 200 Collections Includes: 200 Collections Reception 1 200 Collections Reception 2 200 Collections Side 200 DOIT Double Door	(5) Central KY TPSC Includes: Central Kentucky South Door Central KY Door 1 Central KY Door 2
(6) 2nd Floor Includes: 2nd Floor Lobby Door 1 2nd Floor Lobby Door 2 2nd Floor East Stairs 2nd Floor West Stairs	(7) Taxpayer Assistance Includes: Taxpayer Reception Taxpayer West	(8) Federal Area Includes: Federal 1 Federal 2 Federal 3	(9) Business Tax Includes: Business Tax	(10) Protest Resolution Includes: Protest Resolution 1 Protest Resolution 2
(11)Registration & Data Integrity Includes: Data Integrity 1 Data Integrity 2	(12) **Office of Legal Svcs for Revenue** Includes: Legal Svcs Main Door	(13) Property Valuation Includes: Map sales Property Reception 1 Property Reception 2 Property Back Property Breakroom Property Hall	(14) 100 Fair Oaks Includes: North Stairs West Entrance East Entrance Main Lobby	(15) File Room (100 Fair Oaks) Includes: 2nd - File Rm Door 1 2nd - File Rm Door 2 2nd - East Stairs Breakroom Storage File Room 2 West 3rd - File Rm West Door 3rd File Rm North Door 3rd - Storage
(16) Collections (100 Fair Oaks) **Includes:** Reception Double Doors West	(17) Adjustments (100 Fair Oaks) **Includes:** Conference Rm Door 1 Conference Rm Door 2	(18) Perimeter Park Includes: Main Entrance Lobby Left Lobby Right South Entrance East Entrance (19) Perimeter Park Server Room	(20) 200 Fair Oaks COT OAD 1 COT OAD 2 (21) Federal Server Room (22) Local Government Local Gov. Services 1 Local Gov. Services 2	(23) Public Advocacy 100 Fair Oaks, 3rd. Floor Front Reception Doors (24) 150 Fair Oaks 150 Front Entrance 150 Side Entrance 150 Rear Entrance

Questions should be directed to Bonnie Walton, Dept. of Revenue , 3rd floor , 200 Fair Oaks Lane. (502) 564-5200. FAX: (502) 564 -5090.