



Comerica
BANK TOWER

Building Access Badge Employee Addition Form

EMPLOYEE'S NAME: _____
(Please Print) Last First MI

COMPANY NAME: _____

START DATE: _____

AFTER HOURS ACCESS REQUEST

ELEVATOR **All** **Specific**
FLOOR **Company** **Floors**
ACCESS **Floors** #: _____

Include in **Yes**
Lobby **No**
Directory:

Company Authorization Signature: _____

Printed Name: _____ **Date:** _____

FOR INTERNAL USE ONLY

Access Level Code #:

Access Entered By:

Date:

Director of Security:

Card #:

Picture File Name & Location:

Match Code: