



KENTUCKY TRANSPORTATION CABINET BUILDING
EMPLOYEE SECURITY ACCESS

Office of Support Services - Facilities Support
Kentucky Design & Print Services
200 Mero Street, Frankfort KY

TC 77-31
Rev. 8/2022
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KDPS USE ONLY

KYTC.BadgeRequests@ky.gov

SECTION 1: EMPLOYEE INFORMATION

CABINET: FINANCE TRANSPORTATION

BADGE STATUS: New Employee Update Replacement Replacement badge cost \$10.00

FIRST NAME	MIDDLE NAME	LAST NAME	
JOB CLASSIFICATION / TITLE		SSN - Last four digits	
DEPARTMENT / OFFICE / DIVISION / DISTRICT			
WORK ADDRESS	CITY	STATE	ZIP
OFFICE PHONE		EXTENSION- If applicable	
FIRST LINE SUPERVISOR		FIRST LINE SUPERVISOR TITLE	

SECTION 2: ACCESS PRIVILEGES (select one)

General Access (M-F 6:00AM - 6:00PM) -

24/7 Access - Requires Justification -

Special Access - Requires Justification (M-F 6:00AM - 11:00PM) -

Saturday -

Sunday -

DESCRIPTION OF & JUSTIFICATION FOR SPECIAL ACCESS

SECURE AREA ACCESS REQUESTED

EFFECTIVE DATES

FROM _____ TO _____

SECTION 3: SIGNATURES

EMPLOYEE NAME	SIGNATURE	DATE
SUPERVISOR NAME	SIGNATURE	DATE
EX. DIRECTOR / COMMISSIONER	SIGNATURE	DATE

WHEN COMPLETED, FORWARD THIS FORM TO: KYTC.BadgeRequests@ky.gov