



**Columbia Square
Tenant ID Badge Request Form**

Authorized Tenant contact is to fill out Section A and B below. Please have employee sign in space indicated.

Section A: Tenant Information

Tenant: _____ Auth Class: _____

Tenant Contact Name: _____ Signature: _____

Is Garage Access being Requested for this Individual? Yes No

Is this a replacement card? Yes No

Previous card number (if known): _____

Name if different from below: _____

Section B: Employee Information

Employee Name (print) _____
Last First Middle Initial

Employee Signature: _____

Section C For Management Use Only

Employee Verification Signature at time of picture: _____

Tenant is to authorize for Tenant's leased space.

Garage Access Only: Has availability of leased permits been verified? _____
Attach printout of current permit holders with totals.

Has Parking manager been notified of Garage access? _____
Attach copy of Park America print out to verify.

Card Number _____ Date Entered _____

Completed by _____