



# CITY HALL ACCESS AUTHORIZATION FORM

(Please Print)

IS THIS EMPLOYEE:  Regular  Temporary  Contracted  Shelby County

Employee Name

Employee Number  
(number assigned in HRMS system)

Division Name

Service Center Number

## PLEASE SELECT WHICH ACCESS LEVEL EMPLOYEE NEEDS:

Level 1 – Building Entry

Level 2 – Parking Garages  
(Includes Level 1 Access)

Parking Garage (Must be Assigned)

Level 3 – Departmental Access  
(Includes Levels 1 & 2 Access)

Please list Department Name and Room #

Level 4 – City Hall After Hours  
Access  
(Includes Levels 1, 2, & 3)

Please list Department Name and Room # for which  
After Hours Access is needed

**\*\*Level 4 Authorizer will assume responsibility for Employees with 24 hour access\*\***

**IMPORTANT:** Any lost or stolen City ID badge or electronic device must be reported to Operation - City Hall (576-6766) immediately for deactivation. It is the responsibility of the manager to recover ID badges and electronic devices when employment ends. City ID badges and electronic devices are the property of the City of Memphis and may be recalled/deactivated at any time without notice.

*I authorize this employee to receive access level described above.*

Manager's Name

Title

Phone

Manager's Signature

Date

Division Director Signature required if after hours/weekend access, access to the 7th floor, City Council Office, or Network Operations Center (NOC) - 2B-48 is being requested:

Division Director or Authorized Signature

Date

Submit completed form to: **Operation of City Hall (City Hall - Room 1B-03)**