U.S. Fish & Wildlife Service
Facility Security Access Form
4301, 4401 (Arlington Square) and 4501 North Fairfax Drive (NFD)

Employee Name

Program Office/Building

Phone Number

Room Number

By accepting and using this card, I understand and consent to the following conditions:

- The access rights granted to me by this card are necessary for the performance of my official duties.
- I will ensure the safekeeping of this card.
- I will not allow possession or use of this card by any other individual.
- I will immediately notify the proper office, if the card is lost or stolen.
- If my access needs change, I will contact the proper office and request the change through the proper channels.
- I will return this card to the proper office should my employment status change with the Fish & Wildlife Service (termination) or the location of my office changes (either transfer or change of building).

Employee Signature

Date

Supervisor Signature

Date

For Official Use Only	
Card Number:	
Access Level(s)	
Effective Date:	
Activated By:	

Direct any questions to:
Division of Contracting and Facilities Management
Contact: Lillian Brown-Starkey (ext. 2038)