

**OPB****Office of Parking and Badging**  
*Division of Capitol Square Services*

dgs.virginia.gov

## Agency Head Designee Form

An agency in DGS operated facilities may designate an individual or individuals that serves as a "direct report" to the agency head that has signature authority on behalf of the agency head.

This form should be returned to the DGS Parking Services and Building Access Section at:

[Idcards@dgs.virginia.gov](mailto:Idcards@dgs.virginia.gov).

ACTION REQUESTED	
<input type="checkbox"/> New Designee: Remove Previous:	<input type="checkbox"/> Updated Contact Information

DESIGNEE INFORMATION	
First Name:	Last Name:
Title:	
Agency:	Agency Name:
Building Name/Address:	Fax:
Work Phone:	Alternate Phone: (after-hours emergencies)
Email Address:	

FACILITIES (Please list the buildings(s) and floors(s) your agency occupies)	
Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):

The undersigned acknowledges his/her responsibility to comply with the policies issued by the Department of General Services.

<b>Designee Signature:</b>	<b>Date:</b>
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<b>Agency Head:</b>	<b>Date:</b>
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