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(s) that serves as a "direct report" to the agency head that has signature authority on behalf of the agency head. This person must be a director or higher.

This form should be returned to the DGS Parking Services and Building Access Section at Idcards@dgs.virginia.gov.

ACTION REQUESTED			
☐	New Designee Remove Previous:	☐	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.

Designee Signature:	**Printed Name:**	**Date:**

Agency Head:	**Printed Name:**	**Date:**

DGS-32-008 08/20 Rev

Entered By: _____ Date Entered: _____