



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 a person.

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

Designee Signature:	Date:
---------------------	-------

Agency Head:	Date:
--------------	-------