

Section 1: Employee / Vehicle Identification

Last Name	First Name	MI	
Work Phone	Mobile Phone	Email	
Auto Make	Model	Year	Color

LEGACY CENTRAL REGULATIONS:

- Only the assigned card holder is allowed access into the building after normal operational hours. Sharing cards is prohibited.
- If your card is lost or stolen, notify Security immediately and request a new card by filling out a new authorization form through your company representative. Replacement cards are \$15.00 with checks made out to AR LC, LLC.
- Observe all stop signs and speed limits.
- Employees are not to park in any reserved or visitor parking spaces.
- Handicapped parking is reserved for employees with proper permits.
- Report all parking lot incidents to Security.
- All vehicles MUST be registered with Security. Vehicle changes are to be filled out on a new form and turned in to Security.

Signature - Employee Acknowledgement	Date

Section 2: Access Authorization

Authorization Type: ☐ New Authorization ☐ Modify Authorization ☐ Damaged Card ☐ Lost Card Card #

Tenant Company Name	Building	Suite

Optional Access: ☐ 24-Hour Access ☐ East Garage ☐ West Garage

Signature – Tenant Authorization	Date

**Submit Authorization through Tenant Portal – New Service Request – Access Cards.*