



**Government of the District of Columbia**  
 Department of Real Estate Services  
 Protective Services Division



**AGENCY CREDENTIALING OFFICIAL DESIGNATION FORM**

Date: \_\_\_\_\_

Add Designation

Agency: \_\_\_\_\_

Remove Designation

**Type of Official**

Human Resources

Access Rights

Deputy Director/Program Signatory Authority

*Human Resources:* May sign Employee Credential Request and Employee Replacement Credential Request forms for District government career, term, and temporary employees

*Access Rights:* May sign Access Rights Request forms authorizing electronic access rights for employees, contractors, interns, and volunteers  
*Deputy Directory/PSA:*

May sign Non-Employee ID Credential Request forms and Non-Employee ID Credential Replacement Request forms for contractors, volunteers, and interns

**Designation** [Must be a District government full-time employee (FTE)]

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Can grant access for (if limited to certain buildings) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*If adding a designation, the designee must sign below:*

Signature: \_\_\_\_\_

Date (DD/MM/YY): \_\_\_\_\_

**AUTHORIZATION** (REQUIRED)

Agency Director: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (DD/MM/YY): \_\_\_\_\_