



MEMORANDUM FOR

FROM: Contracting Officer's Technical Representative

Subject: Authorization For Contract Employee Building Pass

We are requesting that the contract employee identified below be issued a temporary building pass for access to the: _____.

1. Employee name		2. Social Security number																
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3. Company employed by																		
4. Telephone number		5. Position/Assignment at Census																
6. Location of activity (<i>Building</i>)																		
7. Duration of activity	Starting date	Ending date																
8. Employee's supervisor																		
9. Contracting Officer's Technical Representative name		10. Telephone number																
11. Contractor will be working directly from vehicle and requires special parking near building																		
<input type="checkbox"/> Yes <input type="checkbox"/> No																		
12. Contractor will require access to controlled area – <i>If yes submit Form BC-1759</i>																		
<input type="checkbox"/> Yes <input type="checkbox"/> No																		
The above employee must complete the required investigative forms if working on the facility for more than 30 days.																		
13. Signature of COTR or Procurement Representative		14. Telephone number																