



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

www.dgs.virginia.gov/parking



DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@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.

ACTION REQUESTED	
<input type="checkbox"/> New Designee Remove Previous:	<input type="checkbox"/> Updated Contact Information

DESIGNEE INFORMATION	
First Name:	Last Name:
Title:	
Agency:	Agency Number:
Building Name/Address:	Fax:
Work Phone:	Alternate Phone: (after-hours emergencies)
Email Address:	

FACILITIES (please list the building(s) and floor(s) your agency occupies)	
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:
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Agency Head:	Date:
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Entered By: _____ Date Entered: _____