

# LARA Facility Access ID Card Process

## FORM USED

[DTMB 0624, Access Control Online ID Card Service](#)

## STANDARD ACCESS

Mon-Fri 6:00AM – 6:00PM No Holidays

Mon-Sun 6:00AM – 6:00PM Including Holidays

## NON-STANDARD ACCESS

- Those requesting access outside of the Standard Access Hours must have approval from their bureau/office director in addition to their supervisor.
- Those requesting access for 24/7 access must have approval from the bureau/office's Deputy Department Director in addition to their bureau/office director and supervisor.
- Approval may be granted for non-standard access at any time for special projects, overtime, etc., with bureau/office director approval.

## BUREAU CONTACT RESPONSIBILITIES

To request access:

- The bureau's authorized contact/HR liaison is responsible for submitting the DTMB 0624 form for the appropriate approvals for facility access.
  - Requesting staff or the bureau's authorized contact/HR liaison completes the [DTMB 0624, Access Control Online ID Card Service](#) form, prints the form, obtains the supervisor's signature.
    - ***If the request is for other than Standard Access***, the bureau/office director must sign the form as well (on or near the same line as the supervisor).
  - The bureau's authorized contact/HR liaison e-mails a scanned copy of the signed form to [LARA-Security-Access@michigan.gov](mailto:LARA-Security-Access@michigan.gov).
    - ***If the request is for 24/7 access***, the form must be submitted to the Director's Office via e-mail to [Burtond@michigan.gov](mailto:Burtond@michigan.gov) for approval before it is sent to LARA-Security-Access. If that is the case, the Director's office will forward the form to [LARA-Security-](#)

[Access@michigan.gov](mailto:Access@michigan.gov) upon approval. If the request is denied, a scanned copy of the form marked “Declined” will be returned to the bureau’s authorized contact/HR liaison via e-mail.

- Infrastructure Programs Division staff will retrieve the form from the LARA-Security-Access mailbox and have it signed by an Authorized Department Representative.
  - If the request is for an employee who already has a SOM Employee ID/Access Card, the Infrastructure Programs Division will forward the form on to the DTMB Security Access Office for processing.
  - If the request is for an employee who does not have a SOM Employee ID/Access Card (i.e., a new employee), the Infrastructure Programs Division will return a scanned copy of the approved form to the bureau’s authorized contact or HR liaison via e-mail.
    - The Bureau Contact/HR Liaison instructs the requesting employee to take the form to the appropriate DTMB office to obtain the ID/Access Card.

To modify/delete access:

- The bureau’s authorized contact/HR liaison is responsible for submitting a [DTMB 0624, Access Control Online ID Card Service](#) form to update the facility access record for any employee who is moving to another position or leaving employment with the State of Michigan.
  - When an employee moves to another position in the same bureau/office, the bureau’s authorized contact/HR liaison is responsible for ensuring that any necessary updates to the employee’s building access record are made.
  - When an employee moves to another bureau/office in LARA, the hiring bureau’s authorized contact/HR liaison is responsible for ensuring that any necessary updates to the employee’s building access record are made and only appropriate access for the employee’s new position are retained and/or requested.
  - If the employee is moving to another department, the LARA bureau’s authorized contact/HR liaison is responsible for ensuring that all access to specific LARA entrances is removed.  
If the employee is leaving employment with the State of Michigan, the LARA bureau’s authorized contact/HR liaison is responsible for deleting All Access Level for the departing employee and ensuring that the employee’s Access Key Card is forwarded to OHR.