



Authorization to Enter a Federal Building

Location: Phillip Burton Federal Building & U.S. Courthouse
Fax # (415) 436-7979
450 Golden Gate Avenue, San Francisco, California

To: Federal Protective Service (9PSF)
Fax # (415) 436-8079 Control Center
San Francisco District, San Francisco, California

Authorization to enter the building to conduct official business for the Government is granted for the person(s) listed below as follows:

Date(s): _____
Approximate time: _____
Company Name: _____
Phone Number: _____
Fax Number: _____
Names of Personnel to be admitted: _____

NOTES:

- 1. **INDIVIDUALS MUST PRESENT A VALID ID (i.e, Driver’s License, Government Issued ID, etc.) TO BE ADMITTED TO THE BUILDING OR LOADING DOCK.**
- 2. **PARKING AT THE LOADING DOCK IS LIMITED TO ONE HOUR.**
- 3. **THE HEIGHT AND LENGTH OF TRAILERS ENTERING THE GARAGE IS LIMITED TO:**

<u>Height</u>	<u>Length</u>
12’ 0”	by 24 feet axle to axle
- 4. **IF CRATES/PALLETS ARE BROKEN DOWN AT THE LOADING DOCK UPON DELIVERY, ALL DEBRIS MUST BE COLLECTED BY THE DELIVERY COMPANY. THE LOADING DOCK NEEDS TO REMAIN CLEAR OF ALL DEBRIS FOR SAFETY PURPOSES AND FOR OTHER DELIVERIES.**

Location of Building Entry: _____
Floors, Room # or Area: _____
Agency: _____
Purpose or Type of Work to be Performed by Vendor: _____

Requested by:
Tenant Name _____
Tenant Title _____
Phone Number _____
Fax Number _____

Approved by: _____
Property Manager

- Cc: _____ Official File
 _____ Loading Dock
 _____ Larkin Guard Shack
 _____ US Marshal’s – 20th Floor
 _____ Golden Gate Ave - 1st Flr
 _____ Turk Street – 1st Flr