Douglas Emmett

BISHOP SQUARE

AFTER HOURS ACCESS CARD REQUEST FORM

New Cards and Card Updates

Bishop Square access cards are provided to building occupants for access to AFTER-HOURS BUILDING ACCESS & AFTER-HOURS ELEVATOR ACCESS

To request a new card or change the programming of an existing card, fill in the information below and fax this from to the office of the building 523-6008.

Please note that to request access cards, an authorized person from your company must complete and sign this form.

Non-refundable activation fee for a lost, stolen or new access card is $15.00 +GET, and will appear on your monthly rent statement.

Company:	
Suite No.	ASB Tower ☐ Pauahi Tower ☐
Name of Requestor:	Date:
Authorized Signature:	

CARD # (Leave Blank if New Card)	EMPLOYEE NAME