

ACCESS REQUEST FORM

This form **MUST** be completed before obtaining an ID Badge

INTERNAL OFFICE USE

COMPLETED BY (initial) _____ DATE: _____

CARD NUMBER: _____ Replacement

- Please be aware that BP requires everyone to watch a safety video before you can obtain an ID Access Badge.
- All employees, contractors, partners, and tenants requesting an ID badge will need to obtain a Floor Coordinator's approval to gain access.
- Those who need a High Security Area clearance need to have an additional approval signature to validate the request.
- All contractors should be aware that their badges expire on the 1st of the month after one year from the date your ID was processed.

NAPERVILLE Security Office

601 Building Basement Room 0060
630.420.4431

Biometric Scanning and Safety Video Show Times

7:00am 7:30am 8:00am 8:30am 9:00am 9:30am
10:00am 10:30am 11:00am 11:30am 1:00pm 1:30pm
2:00pm 2:30pm 3:00pm 3:30pm

REQUEST FOR: BP Employee Contractor Tenant

NAME: _____ TITLE: _____

S.S. #: - - (Last 4 digits)

COMPANY: _____ LOCATION: _____

A BP authorized signature is required for all Employees and Contractors:

AUTHORIZED BP SIGNATURE: _____ DATE: _____

PRINT NAME: _____

CONTACT PERSON: _____

If There Are Any Unanswered Questions Please Contact Security at Napsecurity@Bp.com

GENERAL EMPLOYEE/CONTRACTOR ACCESS - CHECK ALL THAT APPLY

24/7 Access | Business Hours Only 6am-6pm | Gates Access Only

300 Complex | 600 Complex | 700 Complex | 800 Complex

ADDITIONAL ACCESS TO RESTRICTED AREAS

BUILDING / FLOOR	AUTHORIZED SIGNATURE	PRINTED NAME
200 LEGAL <input type="checkbox"/>		
200 REMEDIATION <input type="checkbox"/>		
200 Fuels NA <input type="checkbox"/>		
200 Petro Chemicals <input type="checkbox"/>		
600 GBS 605/603 <input type="checkbox"/>		
600 2 nd FL Procurement <input type="checkbox"/>		
600 3 rd FL IT&S <input type="checkbox"/>		
700/702 RT LAB <input type="checkbox"/>		
A-BUILDING ACCESS <input type="checkbox"/>		
MOTHER'S ROOM ACCESS <input type="checkbox"/>		
COMPUTER/NETWORK ACCESS <input type="checkbox"/>		
INEOS 300/600 ACCESS <input type="checkbox"/>		
DEPAUL UNIVERSITY ACCESS <input type="checkbox"/>		
ERT CLEARANCE <input type="checkbox"/>		

AUTHORIZED ACCESS APPROVERS FOR RESTRICTED AREAS

ERT Clearance: Dan Zbinden	600 GBS: Marie Bosman / Keri Moore / Cheryl Radtke
200 Legal: Jennifer Iraci / Tammy Rambow	700/702 RT Labs: Richard Patton / George Patera / Dawn D'Ostillo
200 Remediation: Michelle Bien-Curtin	700 Microscope Lab: George Rotter
200 Fuels NA: Jim Wallace / Ken Comey	Ineos Access: Dana Hall / Marita Kazak / Steve Olson / Chuck LoBue
200 Petro Chem: Jennifer Vasek / Colleen Ambre / Liz Murphy	A-Building: Ray Knox / Karen Albers / Tony Nudera
600 IT&S: Kellyn Lawrence	Mother's Rooms: Occupational Health Services
600 Procurement: Odun Oketona / Sara Gersbach	Computer Rooms: Armando Martinez