

One Shell Plaza
BUILDING ACCESS CARD REQUEST FORM

Please Print All Information

Please Email This Form To The Hines Property Management Office at [One Shell Plaza](#)

Date: _____

Company Name: _____ Suite: _____

1. Employee First Name: _____ Employee Last Name: _____

Special Instructions/Requests: _____

2. Employee First Name: _____ Employee Last Name: _____

Special Instructions/Requests: _____

3. Employee First Name: _____ Employee Last Name: _____

Special Instructions/Requests: _____

4. Employee First Name: _____ Employee Last Name: _____

Special Instructions/Requests: _____

5. Employee First Name: _____ Employee Last Name: _____

Special Instructions/Requests: _____

If additional space is needed, please submit the request in an Excel spreadsheet format.

Authorization Signature: _____
(Name) (Title)

This Building Access Card will be activated **ONLY** for usage at the One Shell Plaza Building.
This card will be activated by the Hines Property Management Office at 910 Louisiana **ONLY**.

