

**City of Philadelphia
Attorney/Law Firm
Application for City Hall Access Card**

Date: _____

Last Name: _____ First Name: _____ MI: _____

Law Firm/Agency/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (voice): _____

Telephone (cell:) _____

Telephone (fax): _____

Date of Birth: _____

Are you an attorney licensed to practice in Pennsylvania? (Circle One) YES NO

PA Supreme Court ID # _____

If you are not an attorney, please provide the name of the person at the law firm/agency/company responsible for compliance with Terms of Use of this card:

Name: _____

Title/Position: _____

Terms of Use:

1. The Access Card issued pursuant to this application will be used ONLY by the Applicant.

2. The Access Card will be used to provided access to City Hall only to the Applicant and persons accompanying the Applicant, provided that such persons are known to the Applicant, and have valid and necessary reasons for entering City Hall.

3. The Applicant and Applicant's Law Firm/Agency/Company are fully responsible for meeting all present and future Terms of Use for this Access Card.

4. Access Cards may be revoked at any time for non-compliance with the Terms of Use.

City of Philadelphia
Attorney/Law Firm
Application for City Hall Access Card
Supplemental Guidelines

A. Tailgating

As a tenant or ‘badged’ visitor you have a responsibility to help ensure the integrity of the City Hall security system. The primary way in which a difference can be made is if the ‘tailgating’ guidelines are followed.

What is tailgating?

Tailgating is when you use your card to open and pass through a secure door and another person, not accompanying you and known to you, follows in behind you without using an access card.

What should I do if someone tailgates at a secure door behind me?

Call the Municipal Guards at the main desk at 686-4948 and report the person tailgating with a description and location. Do not confront the person. The guards will then respond to the call by reporting to the location, and also try to retrieve the video of the incident.

B. Fire Alarm Evacuation

Should the fire alarm sound in the building, immediately evacuate utilizing the various means of foot egress in the building. Do not re-enter the building until the Fire Department has declared the building safe.

Special Needs

If you are a person with special needs and would require assistance during an evacuation please check in at the desk in the NE corner entrance so that your presence in the building can be noted. Please be sure to also advise when you are leaving the building.

Emergency Door Release and Local Alarms

During an evacuation if a door is still locked the blue pull boxes in plastic cases adjacent to secure doors will release the lock in an emergency. Once the plastic cover is removed, an alarm is set off in the system as well as a local alarm at the door itself.

C. Lost Access Cards

If you lose your card report it immediately to the desk in the NE corner so it can be removed from the system. A fee of \$10 will be charged for replacement cards.

Acknowledgment:

Signature of Applicant