

Checking In and Parking Validation Procedures:

You will need to proceed to the Bienville Building Front Security Desk to:

Check In and Receive Visitor Identification Badge

- Once at the desk, please let the security guard know you are here to attend a meeting with <name and phone #> and the security guard will contact <me/us> to come down to escort you up to the meeting.
- You are then required to provide official government issued identification to obtain a visitor identification badge.
- Once the above has been completed please wait in the main lobby for your escort.

Validate your Parking in the Galvez Parking Garage

- ***Please note that you only have 30 minutes from parking to validate or a citation will be issued.***
- You will need to use your cellular phone and scan the QR code by the Bienville Building Front Security Desk.
- Enter the passcode (LDH).
- Enter your license plate number.
- Once complete a green check will show on your screen to confirm validation for 12 hours.

LDH LEGAL NOTICE: LDH is consistent in the reviewing and handling of questionable employee/visitor parking citations. LDH shall not be held responsible for employees/visitor not validating their vehicle timely or accurately. If there is an error on LDH's part, LDH will address that parking citation; however it is each employee/visitor personal responsibility to validate and input correct data for parking in the Galvez Parking Garage