



HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER

ID Badge Request

For ID Badge requests, please complete this form entirely and turn in to the Front Desk.
General Business Day Access is the default access level. An Additional Access Request form can be submitted for access beyond that.
Inquires: please see <http://www.houstonisd.org/portal/site/HMWBuilding> or email BuildingServices@houstonisd.org. ☺

Employee ID#: _____

Employee Name: _____
Please PRINT Clearly

Phone: _____ Cubicle/Office #: _____

Job Title: _____

Department Name: _____

Department Code #: _____ Supervisor's Extension: _____

Planned expiration?: No ☐ - /Yes ☐ If Yes, then Date access to expire _____

• Please check one Badge Type below:

☐ **New Badge** ~ includes ☐ **New** to this building **OR** badges needed for ☐ **Change** of information

Is this person Officed On-Premise (has been issued a phone under their name, etc.)? — ☐ **Yes** ☐ **No**
If "No", then your authorizing signature certifies that at least regular weekly access is needed in this special case.

Supervisor (from HMW Building) approval for new badge _____ /Date _____

Please PRINT

Signature

☐ **Replacement Badge** (\$5.00 replacement fee)

Do not poke holes in the badges, leave them in the heat or direct sunlight; or otherwise fold, spindle or mutilate them.

Badge Received Signature sign here when badge is Received /Date _____

Image # _____ Badge # _____

To be completed by Access Management Personnel.

Printed ☐ Activated ☐ by _____ Date _____