



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 <input type="checkbox"/> - /Yes <input type="checkbox"/> If Yes, then Date access to expire _____		
<p>• Please check <u>one Badge Type</u> below:</p> <p><input type="checkbox"/> New Badge ~ includes <input type="checkbox"/> New to this building OR badges needed for <input type="checkbox"/> Change of information</p> <p>Is this person Officed On-Premise (has been issued a phone under their name, etc.)? — <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", then your authorizing signature certifies that at least regular weekly access is needed in this special case.</p> <p>Supervisor (from HMW Building) approval for new badge _____ /Date _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Please PRINT Signature</p> <hr style="border-top: 1px dotted black;"/> <p><input type="checkbox"/> Replacement Badge (\$5.00 replacement fee)</p>			

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 _____