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](http://www.houstonisd.org/portal/site/HMWBuilding) or email BuildingServices@houstonisd.org.

### ID Badge Request

<table>
<thead>
<tr>
<th>Employee ID#</th>
<th>Employee Name</th>
<th>Phone</th>
<th>Cubicle/Office #</th>
<th>Job Title</th>
<th>Department Name</th>
<th>Department Code #</th>
<th>Supervisor’s Extension</th>
<th>Planned expiration?</th>
</tr>
</thead>
</table>

- 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.
  - [ ] 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.**

<table>
<thead>
<tr>
<th>Badge Received Signature</th>
<th>/Date</th>
</tr>
</thead>
</table>

Image # ________________  Badge # ________________

Printed [ ] Activated [ ] by ________________  Date ________________

To be completed by Access Management Personnel.