



Hattie Mae White Educational Support Center

ID Badge Request Form

For Non-HISD Personnel/Contractors Only

Contractor ID badge request form should be filled out completely with proper signatures to be granted access. Any incomplete forms or those without proper approvals will not be granted access. Please submit the completed form and \$10(Cash, Check or Card) to the ID badge desk located in the HR reception area. For any questions, please call 713-556-7019.

Badge Holder Name: _____
Please Print Clearly

Job Title #: _____

HMW Sponsoring Department Name: _____

HISD Supervisor Name: _____ **HISD Supervisor Ext #:** _____

Expiration Date: _____

Contractors will only be granted 6 months access at a time.

Badge Type

HMW Contractor
\$10 Fee

Replacement badge
\$10 Fee

HISD Supervisor Approval _____ **Date:** _____

Print: _____ **Signature:** _____

To be completed by Access Management Personnel only

Badge Access ID: _____ **By:** _____ **Date:** _____

Badge Holder Signature: _____ **Date:** _____

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