



# HoustonISD *Non-Personnel/Contractors Only* ID Badge Request Form

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

**Badge Holder SS #:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department/School Name :** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **HISD Supervisor Ext #:** \_\_\_\_\_

## Badge Type

**Contractor**  
*\$10 Fee*

**Replacement badge**  
*\$10 Fee*

**Supervisor Approval**

Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**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.