



Hattie Mae White Educational Support Center

ID Badge Request

General Access for HMW Employees Only

ID Badge Request forms 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 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

Employee ID # _____ **Job Title:** _____

Phone # _____ **Cubicle/Office #:** _____

Department Name: _____ **Dept. Code #:** _____

Expiration Date: _____ **Supervisor Name:** _____

If applicable

Badge Type

New Badge (HMW)

Principal Badge

Replacement Badge
\$10 Replacement Fee

Badge Renewal

ID Badge Request forms will only grant General Business day access which is Monday – Friday 6:00 am – 9:00 pm. If you require additional access, your supervisor must complete the Additional Access Form.

HMW 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.