

**ACCESS REQUEST FORM  
ALL FACILITIES  
CITY OF HOUSTON**



**To: Security Management Division**  
**General Services Department**  
**611 Walker, Garden Level, Rm # 146**  
**Houston, TX 77002**  
**Office: 832-393-8470**

**TODAY'S DATE:** \_\_\_\_\_

*Please scan and email a completed form to: [badgingoffice@houstontx.gov](mailto:badgingoffice@houstontx.gov)*

**INSTRUCTIONS:**

- Step 1:** Please type the requested information in the fields below.
- Step 2:** Obtain the proper signature from Approving Authority.
- Step 3:** Email the completed request to Security Management Division (email address above).
- Step 4:** Allow 24-48 hours for processing.

**Note: Approving Authority must be manager or higher classification.**

Department	Employee Name	Employee I.D.	Job Title	Address of Facility	Area or Floor Access

\_\_\_\_\_  
**Print Approving Authority Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Employee I.D.**

\_\_\_\_\_  
**Approving Authority Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone Number**