

**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

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