



**TEXAS TECH UNIVERSITY HSC-EL PASO
REQUISITION FORM
IDENTIFICATION / SECURITY ACCESS**

New Badge
 Transfer
 Change Access
 Volunteer

Issue to: _____ (Last) (First) (Middle)	TTUHSC ID#: _____ (ID# required)
Date of Birth: _____	Driver's License #: _____ State: _____
Home Address: _____	Contact #: _____
Title/Position: _____	Dept. /Division: _____
Building/Office/Room #: _____	Office Phone: _____
Email Address: _____ @ _____	
Supervisor's Name: _____	Supervisor's Phone: _____

IDENTIFICATION / SECURITY ACCESS DEVICE

The identification / security access badge is the property of the Texas Tech University System and is for the exclusive use of the person to whom it is issued. It is not to be borrowed, loaned, rented, or sold. The device must be returned to the Texas Tech Police Department at the end of employment or enrollment at Texas Tech University or Texas Tech Health Sciences Center and shall not be passed on from one employee or student to the next. Any device that is being misused shall be confiscated by a University Official or the Texas Tech Police Department and access removed from the system.

"This is to certify that I understand that my Device use may be reviewed each semester. If I do not meet the above outlined criteria, privileges will be cancelled."

Signature of Applicant: _____ Date: _____

**REQUESTING DEPARTMENT- PLEASE SPECIFY TYPE OF ACCESS THE APPLICANT NEEDS
REQUESTS WILL BE VERIFIED**

Specified Time Range: _____ A.M. to _____ P.M. On Mon Tues Weds Thurs Fri Sat Sun

AEC ASB CSB MEB SON MPIP TTRAC
 Val Verde MSB (Additional Form(s) Required) Other: _____

APPROVAL:

Authorized Signature: _____ Date: _____
(Authorizing Signature must be on file with Texas Tech Police Department)

Applicants should present this form to the Texas Tech Police Department at 200 N Concepcion
Date/Time: Monday through Friday between 8:00am to 5:00pm. A government issued photo ID is required.

Internal Use

Proximity Card #: _____ Processed By: _____
Date of Issue/Change: _____ Date of Termination: _____