



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

New Badge     Transfer     Change Access     Title Change

Issue to: \_\_\_\_\_ R Number: \_\_\_\_\_  
(Last) (First) (Middle) (# required for access)

Date of birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### IDENTIFICATION / SECURITY ACCESS DEVICE

The identification / security access badge is property of the Texas Tech University Health Sciences Center El Paso and 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 El Paso Police Department at the end of employment or enrollment at Texas Tech Health Sciences Center El Paso 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 El Paso 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: \_\_\_\_\_

### AUTHORIZED SIGNER PLEASE SPECIFY ACCESS OF THE APPLICANT

Days of the week:  Monday - Friday     Sunday - Saturday

Access Time Requested:  6am-10pm     7am-7pm     5am-7pm     24 Hrs.

Authorized Signer: \_\_\_\_\_  
(Authorizing signature must be on file at TTEPPD)

Applicants shall present this form to the Texas Tech El Paso Police Department at 200 Rick Francis.

**Government issued document with photo required when presenting this form for processing.**

### INTERNAL USE

Card #: \_\_\_\_\_ Processed by: \_\_\_\_\_

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