



BADGE REQUEST FORM

GSD - Security Management Division

611 Walker, Houston, TX 77002, 3rd Floor (3A), (832) 393-8471

Please scan and email a completed form to: BadgingOffice@houstontx.gov

Badging Office Hours: Monday 8:30am - 12pm, Tuesday - Thursday 8:30 am - 12:00pm & 1:00 pm - 4:00 pm

OFFICE CLOSED ON FRIDAYS

CONFIDENTIAL: (The information provided is for Security use only & must be completed by the individual being photographed for the City ID/Security Access Badge)

Circle the type of badge you are requesting:

New Employee Replacement Lost/ Stolen Media Contract Employee Temporary/ Intern

Application Date: _____ Employee# _____ Encode# _____ Employment Type _____

Section 1: Employee Information Section: (You must present a valid government issued document/ID & list your legal name as it is stated on the presented document/ID)

Last Name: _____ First Name or Initial: _____ MI: _____

Date of Birth: _____ Race: _____ Sex: _____ Hair: _____

Texas Driver's License # _____ Height: _____ Weight: _____ Eyes: _____

Home Address: _____ City: _____ Zip Code: _____

Home Phone # _____ Work phone # _____

Emergency Contact Name: _____ Emergency Contact Phone # _____ Relation: _____

Section 2: Employment and Classification Section:

Date of Employment: _____ Department: _____ Division: _____

Job Classification: _____ Tier Designation: _____ Job Location: _____

Section 3: Internal Use Only

State License #		Issued Date:		Expiration Date:		CJIS#	
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MOU (Y/N)		I-9 (Y/N)		Background Check (Y/N)		Lost Badge Report #:	
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Employee Signature: _____ Date: _____

Approving Authority (Division Manager or above): In accordance with EO 1-37, each Department shall be responsible for promptly returning surrendered badges to the Badging Office and be responsible for notifying the Badging Office of an employee's separation from the City.

Print Approving Authority Name: _____ Title: _____ Employee I.D. _____

Approving Authority Signature: _____ Date: _____ Phone # _____