

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



**To: Security Management Division
General Services Department
611 Walker, 3rd Floor (3A),
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

**NOTE: This page does not need to be returned to the Badging Office,
it is for reference use only.**

Reference List - Facility Access Locations

City Hall:

Tunnel/Elevator Access
Stair Access
Building Services Basement
F&A North Side Basement
Council Chambers 2nd Floor
Mayor 2nd Floor
Mayor 3rd Floor
Mayor 4th Floor
Controller: 5, 6,7,9,10

City Hall Annex:

Tunnel/Elevator Access
Stair Access
Council Chambers Public Level
City Secretary Public Level
Council Floor, 1st Floor
Office of the Mayor 2nd Floor East Side
Building Services 2nd Floor West Side
Legal 3rd & 4th Floor

Houston Emergency Center:

Zone 1 – Master All Doors
Zone 2 – Building Entrances
Zone 3 - I.T., 1st Fl. Central Server Farm
Zone 4 - Building Maintenance Mech. & Custodial
Zone 5 - Dispatch Operations, 2nd Fl.
Zone 6 - Gate Access Only (vehicle & pedestrian gates)
Zone 7 - Security Management

Houston Permitting Center:

Zone 1 – Master All Doors
Zone 2 – Building Entrances
Zone 3 - Cashier
Zone 4 – Vault
Zone 5 - IT Access
Zone 6 - Map Room
Zone 7 - 2nd Floor Management Services
Zone 8 - 2nd Floor
Zone 9 - 3rd Floor
Zone 10 - 4th Floor
Zone 11 - Security
Zone 12 - Taps & Meters
Zone 13 - 1st Floor Office Space
Zone 14 - ARA Vehicles