

**TEXAS TECH UNIVERSITY SYSTEM
REQUISITION FORM
IDENTIFICATION / SECURITY ACCESS DEVICE**

- New Badge / FOB
- Terminate Access
- Change Access
- Replacement Badge

Issue to (Name): _____ TTU ID#: _____
(Last) (First) (Middle)

First Name Only Badge: YES NO Credentials: _____

Date of Birth: _____ Driver's License # _____ State: _____

Local Address: _____ Local Phone: _____

Position Title: _____ Department/Division: _____

Building / Office / Room Number: _____ Phone: _____

Email address: _____

Supervisor's Name: _____ Phone: _____

IDENTIFICATION / SECURITY ACCESS DEVICE

The identification / security access device 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. 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.

By signing below, I certify all answers to questions / statements / selections contained in this form are true, complete and correct to the best of my knowledge. I further understand, any statement, falsification, or omission of information will be sufficient ground for rejection of the form, or termination of employment. 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: _____

DEPARTMENT USE ONLY

- | | | |
|--|--|---|
| Access Level (s): <input type="checkbox"/> HSC AMA Outside Doors
<input type="checkbox"/> HSC AMA Full Access
<input type="checkbox"/> HSC AMA SOM B700 Offices Level 1
<input type="checkbox"/> HSC AMA SOM Business Office Level 1
<input type="checkbox"/> HSC AMA SOM Business Office Bank Level 3 | <input type="checkbox"/> Level 2
<input type="checkbox"/> Level 2
<input type="checkbox"/> Level 2 | <input type="checkbox"/> HSC AMA SOM Coding and Billing Level 1
<input type="checkbox"/> HSC AMA SOM Compliance
<input type="checkbox"/> HSC AMA SOM Data Center
<input type="checkbox"/> HSC AMA SOM B202 Server Room
<input type="checkbox"/> HSC AMA SOM Facilities
<input type="checkbox"/> HSC AMA SOM General Services |
|--|--|---|

Other _____
(Other Areas Must Be Typed)

APPROVAL:

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

Applicants should present this form to the TTPD Office in Suite 4900. You should be prepared to show a government issued photo ID (driver's license) when you pick up your ID.

Texas Tech Police Department Processing

Proximity Card/FOB Code: _____

Date of Issue/Change: _____

By: _____
Name and Badge Number

Date of Termination: _____

By: _____
Name and Badge Number

CONFIDENTIAL