

**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. 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: _____

DEPARTMENT USE ONLY

- Access Level (s):
- | | |
|---|---|
| <input type="checkbox"/> TTU SWC Level 1 | <input type="checkbox"/> TTU SWC Level 16 |
| <input type="checkbox"/> TTU SWC Level 2 | <input type="checkbox"/> TTU SWC Level 17 |
| <input type="checkbox"/> TTU SWC Level 3 | <input type="checkbox"/> TTU SWC Level 18 |
| <input type="checkbox"/> TTU SWC Level 4 | <input type="checkbox"/> TTU SWC Level 19 |
| <input type="checkbox"/> TTU SWC Level 5 | <input type="checkbox"/> TTU SWC Level 20 |
| <input type="checkbox"/> TTU SWC Level 6 | <input type="checkbox"/> TTU SWC Level 21 |
| <input type="checkbox"/> TTU SWC Level 7 | <input type="checkbox"/> TTU SWC Level 22 |
| <input type="checkbox"/> TTU SWC Level 8 | <input type="checkbox"/> TTU SWC Level 23 |
| <input type="checkbox"/> TTU SWC Level 9 | <input type="checkbox"/> TTU SWC Level 24 |
| <input type="checkbox"/> TTU SWC Level 10 | <input type="checkbox"/> TTU SWC Level 25 |
| <input type="checkbox"/> TTU SWC Level 11 | <input type="checkbox"/> TTU SWC Level 26 |
| <input type="checkbox"/> TTU SWC Level 12 | <input type="checkbox"/> TTU SWC Level 27 |
| <input type="checkbox"/> TTU SWC Level 13 | <input type="checkbox"/> TTU SWC Level 28 |
| <input type="checkbox"/> TTU SWC Level 14 | <input type="checkbox"/> TTU SWC Level 29 |
| <input type="checkbox"/> TTU SWC Level 15 | <input type="checkbox"/> Other _____ |

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

Applicants should present this form to the Texas Tech Police Department on Tuesday or Thursday between 3pm to 5pm. You should be prepared to show a government issued photo ID (driver's license) when you have your ID made.

Texas Tech Police Department Processing

Proximity Card/FOB Code: _____	Honeywell Card Code: _____
Date of Issue/Change: _____	Date of Termination: _____
By: _____ Name and Badge Number	By: _____ Name and Badge Number