



ID Badge Request Form

Employee Name:

Employee ID (PeopleSoft ID):

Department:

Building Code:

(choose from the following: University West, University Center, University South, University North, Facilities, SBDC, Commons, Jaguar Hall, Jaguar Court)

Room/Office Number:

Position Title:

Regular (Benefits eligible) or Temporary (non-benefits eligible)

Check which ID card(s) is needed:

Proximity ID Badge

(allows access to exterior
doors after hours)

Proximity ID Badge

(for copier use only)

ID Badge

(for ID purposes only)

If access to exterior doors is needed outside regular business hours, please submit a Key Request form to the Facilities Services Department. The form can be found on the UHV-Facilities Services webpage.

Please check if this is a new card or a replacement card

I understand that all cards remain the property of the University and must be returned upon transfer or termination of employment. I also understand that I have a fiduciary responsibility to the University to safeguard cards issued and that lost or stolen cards should immediately be reported to my departmental supervisor and the Director of Facilities.

Employee Signature

Date

Department Representative

Date