



ID BADGE REPLACEMENT AUTHORIZATION FORM

This letter is to ensure that the following individual is a current employee at University of Texas - Harris County Psychiatric Center. The employee’s manager/supervisor must sign below to ensure 1) Proper identification of employee and department, 2) Temporary Badge authorization, 3) Renewal of valid identification badge at UT Health Science Center.

Please check applicable box and see below for instructions.

- I. Permanent ID Badge Replacement**
- II. Temporary ID Badge Authorization**

I. Permanent ID Badge Replacement

The following steps should be taken accordingly for permanent ID Badge Replacement:

- 1.) Fill out “Required Information” in box below.
- 2.) Obtain Supervisor’s signature: Employee is responsible for having their Manager/Supervisor sign to verify on same day, or the following workday if after regular business hours or on weekend.
- 3.) Bring form to Facilities Management-1A74. Staff member will retain a copy of form until new badge is received. If there are any temporary delays from UCT in receiving a new badge, please have badge issuer make note at bottom of page.
- 4.) Bring replacement form and \$10 to *Financial Operations Office: Room 1C01, (Ext. 3881)* to obtain receipt for new badge. Take ID Badge receipt to Facilities Management to obtain new ID badge.

II. Temporary ID Badge Authorization

The following steps should be taken accordingly for temporary ID Badge Replacement:

- 1.) Fill out “Required Information” in box below.
- 2.) Provide this form to the security desk with proper identification to obtain a temporary ID badge.
- 3.) A copy of this form is sent to the employee’s supervisor. Supervisor maintains for monitoring Purposes.

REQUIRED INFORMATION

NAME: _____ DEPARTMENT: _____ Today’s Date: _____ Date badge was lost/stolen: _____
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Employee Signature

Date

Supervisor Signature

Date

If there are any temporary delays from UCT in obtaining new badge for whatever reason, please note here:

<u>FOR FACILITIES MANAGEMENT USE ONLY</u>
New Badge ID Number: _____