

# ID BADGE REQUEST

**TO** UT Badging Station  
Bursar's Office  
UCT 2240

Phone: (713) 500-3088  
Fax: (713) 500-3303

**DATE** \_\_\_\_\_

**FEES** \$10.00 cash or check only  
for Vendor Contract Badges  
and **ALL** replacement Badges

**RE** ID Badge

## COMPLETE ALL SECTIONS

Please issue an ID Badge to the following individual:

**NAME** \_\_\_\_\_ (Print)

REQUIRED: Government – Issued Picture ID (Driver's License, Passport, Military ID, etc.)

### BADGE TYPE

- E – Employee
- F – Faculty
- S – Student
- C – Contractor
- Contractor Name \_\_\_\_\_
- T – Temporary
- O – Observer
- VI – Visitor
- VO – Volunteer

### BADGE LOGO

- UT Logo White
  - UT Blue Observer
  - UT GSBS – Dual UT / MDACC
  - No Logo – UCT Building only
  - Non-UT Orange Contract/Temp
    - Contract / Temp / Observer
- Expiration Date: \_\_\_\_\_

### ACCREDITATION (Medical Related Only, while in present job function)

Abbreviation:  MD  DDS  RN  PHD  Other \_\_\_\_\_

### BUILDING

\_\_\_\_\_ (MSB see below)

### DEPARTMENTAL APPROVAL BY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Department

Note: All persons requiring access to the Medical School Building (MSB) *MUST* have *additional* signed approval by Linda Utterback, (713) 500-5017.

\_\_\_\_\_  
Medical School Approval – Linda Utterback

Revision 4/06