



**Institute of Biosciences and Technology
Access Request by Non-HSC Employees**

This form is to be completed by any non-HSC employee requesting access to the Institute of Biosciences and Technology. Access will be granted only to those individuals who have completed this form and have received authorization to conduct research related activities under an executed lease agreement between the Texas A&M University Health Science Center and the employee's institution. This signed form must be presented to HSC Security who will provide the employee with the appropriate access to the building and work spaces assigned. **Those working with animals or biohazardous material must be entered in the AUP and IBC Permit in order to obtain an ID Badge.**

Step 1: Employee Information (please print)

Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
SSN:	<input type="text"/>	MDA ID #:	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Email:	<input type="text"/>
Department:	<input type="text"/>	Title:	<input type="text"/>
Location(s) at IBT:	<input type="text"/>	Working With:	<input type="checkbox"/> Animals <input type="checkbox"/> Biohazards

Step 2: Supervisor/PI I have confirmed proof of this individual's identity

Printed Name:	<input type="text"/>	Email:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Step 3: Send signed form to sonnysmith@tamhsc.edu

Step 4: TAMHSC Security Department (To be completed by the Security Manager)

UIN Issued:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>		

Signed form will be emailed to the employee and TAMHSC Security

Step 5: Take this form (Steps 1 – 4 completed) to the TAMHSC security desk located at IBT

Step 6: Authorization by TAMHSC Security (To be completed in the presence of IBT Security Officer)

Assigned: Card <input type="checkbox"/> Key <input type="checkbox"/>			
Requested Area(s) of Entry:	<input type="text"/>		
Security Officer Signature:	<input type="text"/>	Date:	<input type="text"/>
Employee Signature:	<input type="text"/>	Date:	<input type="text"/>