



HEALTH SCIENCE CENTER
TEXAS A & M UNIVERSITY

Houston Campus – Security

ENTRY REQUEST FORM

New Hires and Visiting Scholars must complete the required paperwork BEFORE access cards and keys will be issued. Security will verify completion of paperwork with Human Resources prior to issuing cards and keys.

Date: _____

Request: Card____ Keys ____

Center/Department: _____

Name: _____ Title: _____

UIN: _____ Office/Room Number: _____

Supervisor/PI: _____ Phone: _____ Office: _____

Supervisor Signature: _____

Requested Area of Entry: _____

Visiting Scholar: Starting Date: _____ **End of Stay:** _____

Official use only

Card issued: _____ Key issued: _____ Key issued: _____

Key issued: _____ Key issued: _____ Key issued: _____

Security: _____

Signature _____

Date _____

(Please sign and date when you are issued your card and/or keys)

The card and key(s) listed above are issued to you. It is your responsibility to maintain control of them at all times. Your card and key(s) are not to be loaned or passed to anyone. It is a violation of HSC Houston Campus Security Policy to lend your card and/or key(s) to any other person.