



Reeves County ID Badge Request Form

New Card or Replacement Card

Please fill out the fields below to request a Reeves County identification badge.

First Name: _____

Middle Name: _____

Last Name: _____

Title: _____

Department: _____

Supervisor: _____

(TO BE COMPLETED BY SUPERVISOR)

Does this person need security card access? YES NO

What location is security access for? _____

Will the employee have regular business access or after-hours access?

Regular Hours ___:___ AM PM to ___:___ AM PM

After-Hours ___:___ AM PM to ___:___ AM PM

24/7 access

Approved by: _____ **Date:** _____
(PRINT)

Title & Department: _____

Phone: _____

Signature: _____

(RETURN A COPY TO HUMAN RESOURCES AND FACILITIES)