



FORT BEND COUNTY

EMPLOYEE BADGE FORM

According to Fort Bend County Policy 408, all full-time, part-time and long-term temporary employees are required to wear, or maintain in their personal possession, a Fort Bend County identification badge at all times while performing County business. Each employee entering a secured area must use his/her own employee badge for his/her personal entry and are prohibited from using their badge to allow access to secured areas to any unauthorized persons. A violation may result in disciplinary action up to and including termination of employment.

TO BE COMPLETED BY FORT BEND COUNTY ELECTED OFFICIAL OR DEPARTMENT HEAD

Send request to: CardAccessSystem@fortbendcountytexas.gov

Reason for Request:

- ☐ New Hire
- ☐ Change of Department
- ☐ Lost/Replacement - **charge \$15.00** ** see below for payment instructions
- ☐ Damaged/Broken ID Badge
- ☐ Damaged/Broken Security Badge

Employee's Name:

Last Name

First Name

M.I.

Department:

Employee's Status:

- ☐ Full Time
- ☐ Part Time
- ☐ Temporary/Seasonal

Access Level:

- ☐ No security access needed (building does not have secured access)
- ☐ Employee requires access during regular business hours only
(7:30 am-5:00 pm, Monday through Friday)
- ☐ Employee requires access after normal hours and on weekend/holidays

FORT BEND COUNTY ELECTED OFFICIAL OR DEPARTMENT HEAD

NAME: _____

PLEASE PRINT

SIGNATURE: _____ DATE: _____

****Payment must be made to the Human Resources Department by cash or check. Checks should be made payable to Fort Bend County. Take payment receipt and badge form to Card Access Systems for processing.**

Send request to: CardAccessSystem@fortbendcountytexas.gov

TO BE COMPLETED BY EMPLOYEE UPON RECEIPT OF BADGE

By signing below, I acknowledge receipt of a Fort Bend County ID or Security badge. In addition, I understand that I will be charged \$15.00 for a replacement badge if mine is lost or stolen. I also understand that this badge is the property of Fort Bend County and upon my termination from Fort Bend County; I must return the badge to my department coordinator on my final day of employment.

Employee Signature

Date