



# 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](mailto: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:** \_\_\_\_\_

**\*\*Please attach check payable to Fort Bend County and send it to the Fort Bend County Treasurer's Office. Then send copy of payment receipt and badge form to Card Access Systems to be processed.**

Send request to: [CardAccessSystem@fortbendcountytexas.gov](mailto: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**