

UNT DALLAS

Police & Parking

ID ACCESS REQUEST FORM

UNT Dallas Police and Parking: UNTD reserves the right to grant and deny access to campus buildings and rooms. Those requesting access through their student/faculty/staff ID must submit a request. This request will be completed within 24 hours of submission. To access this form please visit the website: <https://police.untdallas.edu/campus-services>

SCAN and EMAIL From To: askparkingandtransportation@untdallas.edu
 COPY: Mickea.Jackson@untdallas.edu
 Phone: (972)780-3022 (Parking) Phone: (972)780-3021 (Police)

First Name: _____ Last Name: _____ MI: _____

EMPLID #: _____ ID Card #: _____
(Back of card lower right) Faculty Staff Student Other

ID Holder Phone: _____ ID Holder Email: _____

Request Access To: _____ **Completed By:** _____
(Department)

	Building Name	Room Number	Date Requested	Authorizing Signature: (Dept. Head, Dean, Dept. Chair, Mgr. or Supervisor)	Date	EUID	Date
1							
2							
3							
4							
5							

Authorizer Printed Name _____ Authorizer Email _____

Note: All of the Above Information is Required

Important Notice!

All ID's are the property of the University and shall not be loaned, borrowed or transferred without approval. ID's lost or stolen shall be reported to Facilities and UNTD Police as soon as possible.

ID Badge AGREEMENT

By my signature below, I agree to all the following terms:

1. The ID described here remains the property of the State of Texas and UNT Dallas.
2. This ID is entrusted to me for my exclusive use. I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department supervisor and to the UNTD Police.
4. When I terminate employment or no longer need this ID, or upon demand from UNTD I will return it promptly, in person, and ONLY to the Facilities Manager or the Police Supervisor.

Note: The signed form shall be scanned and emailed to Derrick Bradford and a copy retained by the department and the key holder.

ID Holder's Signature: _____ Date: _____