



POLICE DEPARTMENT  
**Building Access Request**  
 www.harlingen.tstc.edu/police



1902 N. Loop 499 | Harlingen, TX 78550 | 956.364.4220 | 1.800.852.8784 | www.harlingen.tstc.edu

Employee Information

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 ID#: \_\_\_\_\_ Ext#: \_\_\_\_\_  Full Time  Part Time  Staff  Faculty  Other

Access Request Information

Building	Department	Card	Key Request For Office #

Administrative Approvals Required (Please Read)

Departmental Card Access includes main building entrances within the assigned building.

Department Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Division Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 President/Vice President Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**College Police Office Use Only**

Date Received by TSTC PD Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date and Time advised keys ready to be picked up: \_\_\_\_\_  
 Method of Notification: \_\_\_\_\_

Key Identifier	Key Bank	Cabinet/Hook	Date Issued	Date Returned	Issued By

**ID Center**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Date De-Activated: \_\_\_\_\_ Requested by: \_\_\_\_\_  
 Groups Assigned: \_\_\_\_\_