



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: _____