

El Paso ISD Human Resources

1100 N. Stanton St.
El Paso, TX 79902



**HUMAN
RESOURCES**

EL PASO ISD
it starts **with us**

TO: El Paso ISD Human Resources

DATE: _____

RE: Contractor Access Badge Verification Form

→ Once approved by Human Resources, contractors will be eligible to receive an EPISD badge at the Human Resources offices. Contractors will need to take the **signed** Access Badge Form.

Please note, each contractor must have a badge request form.

→ Human Resources is located in the third floor at 1100 N. Stanton St. Office hours are Monday-Friday from 8:00 am to 4:30 pm.

Contractor Information Below:

1. Name of Contractor Requesting Badge: _____
2. Contractor Date of Birth: _____
3. Contractor Company/Program Name: _____
4. Contractor Supervisor Name: _____
5. Contractor Supervisor Phone #: _____
6. Contractor Supervisor Email: _____

El Paso ISD Information Below:

1. El Paso ISD contact. Please print name: _____
2. El Paso ISD contact signature: _____
3. EPISD Contractor Badge Access Start date: _____
(Contractors, no more than one calendar year)
4. EPISD Contractor Badge Access End date: _____
(Contractors, no more than one calendar year)
5. EPISD Campus/Facility Location Access: _____

For questions, contact backgroundcheckreviews@episd.org