

**Texas Department of Criminal Justice
Request for Non-Employee Clearance**

TO: TDCJ Human Resources Division
Attention: Employment Section
2 Financial Plaza, Suite 600
Huntsville, TX 77340-3558
FAX: (936) 437-3109

Date Faxed: _____

PLEASE PRINT		
Requestor's Full Name:	_____	
	Last	First
		MI
Unit or Dept:	_____	
Telephone:	_____	
	Area Code	
Mainframe Email USERID:	_____	

Request the below named individual be cleared for access to TDCJ units and departments.

Applicant's Full Name:	_____	
	Last	First
		MI
Applicant's Date of Birth:	_____	
	(MM/DD/YYYY)	
Position Title:	_____	
Unit or Department of Assignment:	_____	
ID CARD REQUIRED:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Status:		
	<input type="checkbox"/> Individual Contract	
	<input type="checkbox"/> Contract with Parent Organization	
	<input type="checkbox"/> Other:	
Parent Organization, if applicable:	_____	
Effective Date:	_____	Contract or Proposed Expiration Date: _____

Documents included are as follows:

- Completed PERS 263, Non-Employee Background Questionnaire
- PERS 282A, Additional Offender Information, if applicant answered "yes" to Question 14a, b, c, d, or e
- Final Disposition(s) of charges, if applicant answered "yes" to Questions 15, 16, or 17