Texas Department of Criminal Justice
Request for Non-Employee Clearance

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

PLEASE PRINT

Requestor’s Full Name: ________________________________
Last  First    MI

Unit or Dept: ____________________________

Telephone: ____________________________

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 □     No □

Status: □ Individual Contract
□ Contract with Parent Organization
□ 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