

**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/Dept: _____

Telephone: _____
Area Code

**Mainframe E-mail
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/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, or c)
- Final Disposition(s) of charges (if applicant answered "yes" to Questions 15, 16, or 17)