

**Request for Waiver to City of Houston Executive Order 1-56,
“Zero Tolerance for Human Trafficking in City Service Contracts and Purchasing”**

Instructions: Please complete the below sections to request a waiver to the provisions contained in EO 1-56. All fields and signatures are required. Once complete, send this form AND a copy of the contract in PDF format via e-mail to: [insert city staff email]. Once received by the Mayor’s Office, your request will be reviewed and decided upon within 48 hours.

Department Name:

Contractor Name:

Duration of Contract:

Start:

Finish:

List of All Parties to Contract

(Including Legal and Financial Groups)

Description of Contractor Services

Justification for Waiver

_____	_____
Name of Dept. Representative	Title
_____	_____
Signature	Date

Do Not Write Below This Line

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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Reason(s)

_____	_____
Signature of Special Advisor to the Mayor on Human Trafficking	Date