

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

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**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

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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
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