

**DIVISION OF PUBLIC HEALTH  
SIX FORKS CAMPUS  
ID CARD/BUILDING ACCESS BADGE REQUEST**

1. **NAME AS IT WILL APPEAR ON THE CARD (please print)**

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

LAST NAME \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ BUILDING \_\_\_\_\_ OFFICE # \_\_\_\_\_

SECTION/BRANCH \_\_\_\_\_

WORK TITLE \_\_\_\_\_ POSITION # \_\_\_\_\_

2. **INDICATE THE TYPE OF POSITION (check all that apply)**

PERMANENT	TEMPORARY	INTERN/CONSULTANT	HOME BASED	FIELD	REGIONAL OR CDSA
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3. **INDICATE THE DESIRED AUTHORIZATION ACCESS (CHECK ONLY ONE time)**

Six Forks Campus Building (indicated above) Access with 24/7 access to that building and regular day access to the other two buildings	Building 5505 Access with FTA 24/7 to 5505 and to FTA Labs with regular day access to the other two buildings
<u>REGULAR DAY ACCESS TO ALL BUILDINGS</u> 6:30 AM TO 6:30 PM, Monday to Friday	<u>CONTRACTOR OR CONSTRUCTION</u> 6:30 AM TO 6:30 PM, Monday to Friday
24 Hours a day, 7 Days a week ALL three buildings	<u>ID ONLY NO ACCESS</u>

**MODIFY ACCESS (check one building and one time from above)**

BATH	COTTON	COOPER
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4. **ENTER NAME FOR IMMEDIATE AND SECTION/BRANCH SUPERVISOR**

IMMEDIATE SUPERVISOR (please print) \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

SECTION HEAD/AUTHORIZED SIGNATURE \_\_\_\_\_

5. **New Employee** ID Badges will be made day of orientation through DPH Human Resources. Employees may drop in for ID Badges on Thursdays from 8 AM to 1 PM and 2 PM to 5 PM. Contact Receptionist in Human Resources (Bldg # 5605, First Floor, Room A1, Phone 707-5450) to schedule appointment for all other ID Badge Requests. Call Receptionist with request to replace a lost/damaged badge. Cost for lost badge is \$7.00.
6. **Completed and signed form required for all ID Card/Building Access Badges.** A signed "Access Request" form may be delivered in person for DPH Human Resources for processing of new ID Badge.
7. The request section/agency is responsible for granting and authorizing use of Access Cards. In the event of a change of schedule or employee termination/separation, contact Human Resources Receptionist (Bldg # 5605, First Floor, Room A1, Phone 707-5450), to update access or deactivate the card.

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Signature of Person Upon Receipt of ID Access Card Date

**This Section is for HR/Security USE ONLY**

New Badge		Replacement (DMGD)	
Replacement (LOST)		Downtown Badge	
ID CARD #		Separation Date	
ID Completion Date		Deactivation Date	
Completed By			