

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

1. **DPH STAFF** STATE EMPLOYEE TEMPORARY EMPLOYEE INTERN/CONSULTANT
DPH SERVICE VENDORS GOVERNMENT PRIVATE

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

FIRST NAME _____ **MIDDLE INITIAL** _____

LAST NAME _____

TELEPHONE # _____ **EMAIL** _____

SECTION/BRANCH or COMPANY _____

WORK TITLE _____

PRIMARY WORK LOCATION (check one)

Six Forks Building 5501 5505 5601 5605 **Floor** _____ **Room #** _____

Field Home Based Regional CDSA _____ **Other Raleigh Site (specify)** _____

2. **INDICATE THE DESIRED AUTHORIZATION ACCESS (CHECK ONLY ONE time)**

<u>STANDARD DAY ACCESS TO ALL BUILDINGS</u> 6:30 AM TO 6:30 PM, Monday to Friday	24 Hours a day, 7 Days a week ALL buildings
24 Hours a day, 7 Days a week access to ASSIGNED building with Standard access (6:30 am - 6:30 pm, Monday to Friday) to the other buildings	<u>SPECIAL ACCESS:</u>
	ID only, NO ACCESS

3. **ENTER NAME FOR IMMEDIATE AND SECTION/BRANCH SUPERVISOR**

IMMEDIATE SUPERVISOR (PLEASE PRINT) _____

SUPERVISOR SIGNATURE _____

SECTION HEAD/AUTHORIZED SIGNATURE _____

4. Present this form completed and signed to the receptionist in the DPH Human Resources office (5605 Six Forks Road, First Floor, Room A1, Phone (919)707-5450) from 8 am to 1 pm and 2 pm to 4 pm. If your badge is lost or damaged, call the receptionist to request a replacement. There is a \$7.00 charge to replace a lost badge.
5. 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.

Signature of Person Upon Receipt of ID Access Card **Date**

This Section is for HR/Security USE ONLY

New Badge		Replace Damaged	
Replace Lost		Downtown Badge	
ID CARD #			
ID Completion Date		Separation Date	
Completed By		Deactivation Date	