

**ACCESS CARD REQUEST**  
**North Carolina Department of Administration**  
**Division of Facility Management-Security Systems**  
**984-236-0460**

**Appointment Hours: Tuesday-Thursday 9:00 AM - 11:00 AM and 2:00 PM - 4:00 PM**

**1. AGENCY INFORMATION:**

Rev. 4 – 03/03/2021

BUILDING COORDINATOR:		REQUEST DATE	
DEPARTMENT – DIVISION:		BUILDING NAME	
MSC# and Zip Only:		TELEPHONE #	

**2. SELECT PAYMENT OPTION:**

	SEND INVOICE TO REQUESTING AGENCY	COMPANY & CENTER NUMBER	
	PAYMENT BY EMPLOYEE (CHECK MADE PAYABLE TO DOA OR EXACT CHANGE REQUIRED)	DATE:	CHECK #:
			RECEIPT #:

**3. COMPLETE THIS PORTION FOR EACH PERSON. (Pictures over 5 years old must be updated)**

REASON FOR REQUEST:	EXPLANATION						
	BROKEN	LOST	STOPPED WORKING	RETURN TO WORK	NEW HIRE	AGENCY CHANGE	NAME CHANGE
FIRST	MIDDLE		LAST				

DEPARTMENT: NO ABBREVIATIONS			
DIVISION: NO ABBREVIATIONS			
DRIVER'S LICENSE # LAST (4) ONLY:			
PHONE NUMBER WITH AREA CODE:			
EMPLOYEE START DATE: * required*		EMPLOYEE EMAIL:	

	REGULAR DAY ACCESS 6:30 AM TO 6:30 PM, MONDAY THROUGH FRIDAY, NO HOLIDAYS			PERMANENT EMPLOYEE
	EXTENDED DAY ACCESS 6:30 AM TO 10:30 PM, MONDAY THROUGH FRIDAY, NO HOLIDAYS			TEMPORARY EMPLOYEE
	UNLIMITED ACCESS - 24 HOURS A DAY, 7 DAYS A WEEK, INCLUDES HOLIDAYS			BOARD OR COMMISSION MEMBER
	ACCESS CARD EXPIRATION DATE: *REQUIRED FOR: Temps, Interns and Contractors*			CONTRACTOR *requires picture*
	START DATE			INTERN

ACCESS NEEDED:	
ADDITIONAL INSTRUCTIONS:	

**4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM**

<https://sonc.assetworks.cloud/ready>

**5. SECURITY SYSTEMS WILL CONTACT EACH PERSON TO SCHEDULE AN APPOINTMENT FOR AN ACCESS CARD.**

**6. GO TO <https://ncadmin.nc.gov/about-doa/divisions/facility-management> for additional guidelines and information.**

**Signature:**



**Date:**

WORK ORDER NUMBER:			MATCH NUMBER:	
COMPLETED BY:			COMPLETION DATE:	
PROX CARD	LANYARD CLIP COMBO	CLIP ONLY	LANYARD ONLY	MINI-PROX DISC
#9201	#9913	#9192	#9190	#9221