

**Greenfield Facility Card Access Form**  
**(includes the Traffic Electronics Center and the Oversize/Overweight Permits Unit)**

**\*\*\* Submit completed form to a Division Safety and Security Coordinator for Processing \*\*\***

Date: \_\_\_\_\_

Affected Individual: \_\_\_\_\_

NCID/AD: \_\_\_\_\_

Employer:  
(choose one)

NCDOT

Non-NCDOT (contractor/consultant, landlord  
employee, cleaning crew, fire, police, etc.)<sup>1</sup>

<sup>1</sup> Access by Non-NCDOT individuals requires NCDOT Security Section approval

Request<sup>5</sup>:  
(choose one)

Activation to Greenfield facility

New Badge

Change in access to Greenfield facility

Temporary extended access for the following day(s): \_\_\_\_\_,  
*(general access badges only)*

Deactivation (if NCDOT employee are they leaving NCDOT \_\_\_\_\_ or relocating within NCDOT \_\_\_\_\_)

<sup>5</sup> Activations and changes (permanent and temporary) require Unit Head or Staff Engineer approval as appropriate, and shall also be approved by the  
Division Safety Coordinator (or back-up).

Location:  
(mark all that apply)

**General Access Groups**

**Restricted Access Groups (24x7)**

Section A (Greenfield)

- 35-DR1-TE-Raleigh-Westside1-Entrance
- 35-DR2-TE-Raleigh-Westside2-Entrance
- 35-DR3-TE-Raleigh-Southside1-Entrance
- 35-DR9-TE-Raleigh-Rear Entrance-Breakroom
- 35-DR14-TE-Raleigh-Vehicle Gate-Entrance
- 35-DR15-TE-Raleigh-Pedestrian Gate-Entrance
- 35-DR16-TE-Raleigh-Westside3-Entrance

24 x 7 (full access)

6 x 6 (general access)

Section B (TEC - Traffic Electronics Center)<sup>2</sup>

- 35-DR12-TE-Raleigh-Traff Elec Center-1
- 35-DR13-TE-Raleigh-Rear Entrance-Loading Dock
- 35-DR17-TE-Raleigh-Traff Elec Center-2

Section C (OSOW - Oversize/Overweight Permits)<sup>3</sup>

- 35-DR5-TE-Raleigh-Southside2-Entrance-OSOW
- 35-DR6-TE-Raleigh-Rear Entrance-OSOW
- 35-DR7-TE-Raleigh-Interior Entrance-OSOW

Section D (Network Rooms)

- 35-DR4-TE-Raleigh-Network Closet-1
- 35-DR8-TE-Raleigh-Network Closet -2
- 35-DR10-TE-Raleigh-Network Closet-3
- 35-DR11-TE-Raleigh-Network Closet-4

<sup>2</sup> Access to the TEC requires annual training in Hazard Communication  
and Basic Electrical Safety

<sup>3</sup> Access to the OSOW area requires PCI compliance training

Name of individual completing this form: \_\_\_\_\_

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Role: \_\_\_\_\_ Supervisor \_\_\_\_\_ Unit Head \_\_\_\_\_ Director \_\_\_\_\_ Staff Engineer \_\_\_\_\_ Security \_\_\_\_\_ Other