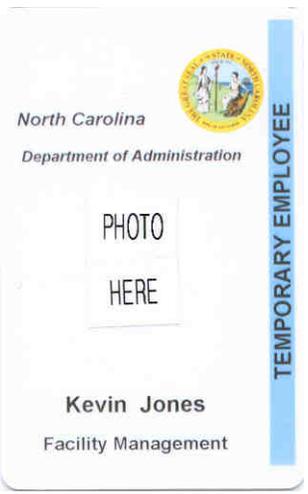
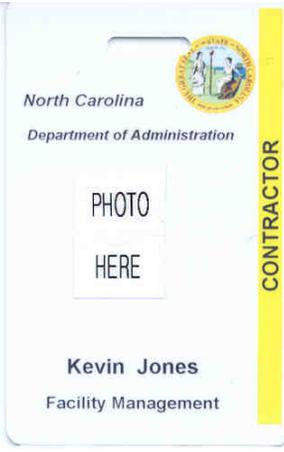
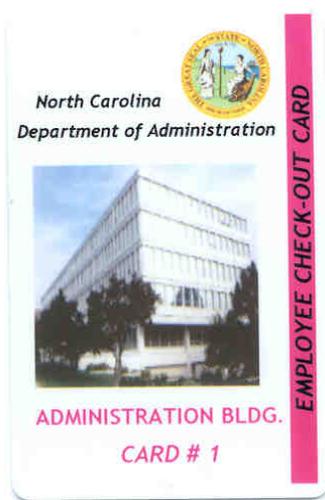


Standard Access Card Formats

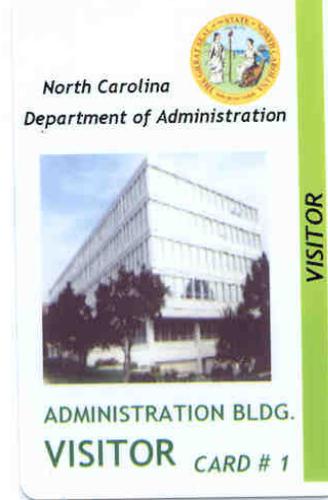
The Secretary of the Department of Administration has standardized color coded access card badge formats in six categories as depicted below. These sample designs will be used for all access card badges. The Department and Division designations will be changed to badge holder's respective Department and Division. Cards with individual photos will have access to designated buildings when authorized by the appropriate person. The employee checkout and visitor badges will not have access capability.

 <p>A sample access card for a permanent employee. It features the North Carolina Department of Administration logo at the top left. The text reads "North Carolina Department of Administration" followed by a placeholder for a photo labeled "PHOTO HERE". Below the photo is the name "Kevin Jones" and the department "Facility Management". A vertical red bar on the right side contains the word "EMPLOYEE" written vertically.</p>	 <p>A sample access card for a temporary employee. It features the North Carolina Department of Administration logo at the top left. The text reads "North Carolina Department of Administration" followed by a placeholder for a photo labeled "PHOTO HERE". Below the photo is the name "Kevin Jones" and the department "Facility Management". A vertical blue bar on the right side contains the words "TEMPORARY EMPLOYEE" written vertically.</p> <p>Temporary Employee This card will have a pre-determined expiration date.</p>
 <p>A sample access card for a board or commission member. It features the North Carolina Department of Administration logo at the top left. The text reads "North Carolina Department of Administration" followed by a placeholder for a photo labeled "PHOTO HERE". Below the photo is the name "Kevin Jones" and the department "Facility Management". A vertical orange bar on the right side contains the words "COMMISSION MEMBER" written vertically.</p>	 <p>A sample access card for a contractor. It features the North Carolina Department of Administration logo at the top left. The text reads "North Carolina Department of Administration" followed by a placeholder for a photo labeled "PHOTO HERE". Below the photo is the name "Kevin Jones" and the department "Facility Management". A vertical yellow bar on the right side contains the word "CONTRACTOR" written vertically.</p>



Temporary Card for Permanent Employee

This card will typically have a picture of the building or other logo and will be numbered.



Visitor

This card will typically have a picture of the building or other logo and will be numbered.