



TO BE COMPLETED BY METRO'S AUTHORIZING OFFICIAL
ORIGINAL FORM ONLY — NO COPIES OR FAXES WILL BE ACCEPTED

In accordance with Policy Instruction 6.10/5, please complete information below.

SECTION I
ALL AREAS MUST BE COMPLETED FOR PROCESSING

Contractor Employee Name (Please Print)	Contractor Employee Social Security No.
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This is a New Renewal Replacement Contractor Badge.

This SmarTrip® Contractor Badge should be valid (not to exceed 12 months):

From (Date): _____ To (Date): _____ Contract End Date: _____

Please give a brief description of work to be performed by contractor employee:

Does this contractor require Roadway Worker Protection (RWP) Training? Yes No

Where will the contractor employee be spending the majority of his/her Metro work time? (Check one) JGB CTF FIELD
 Location Code: _____ (see reverse side of this form for Location Codes)

Is the contractor employee currently working under an H-1 B status? Yes No

The H-1B is a non-immigrant visa in the United States under the Immigration and Nationality Act, Section 101(a)(15)(H). It allows US employers to temporarily employ foreign workers in specialty occupations. If a foreign worker in H-1 B status quits or is dismissed from the sponsoring employer, the worker must either apply for and be granted a change of status to another non-immigrant status, find another employer (subject to application for adjustment of status and/or change of visa), or leave the US.

CIP Number CAP. OPER. NOTE: If there is no CIP number, please put N/A

Primary Contractor Vendor Number	Primary Contractor Vendor Name
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Contractor Employee Reports to: Metro Employee Name:	Metro Employee ID #
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Metro Employee PCN#	Five-digit Department Code
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Printed Name of Metro Authorizing Official/Project Manager	Title
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Signature of Metro Authorizing Official/Project Manager	Date
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Metro E-mail Address	Dept	Office Phone No.	Cell Phone No.
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SECTION II
TO BE COMPLETED BY RWP TRAINING INSTRUCTOR (IF APPLICABLE)

Printed Name of RWP Training Instructor:	Employee or Contractor ID #
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Date of contractor employee's RWP successful completion of training:

Signature of RWP Training Instructor:	Date
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RETURN COMPLETED FORM TO: METRO IDENTIFICATION CARD OFFICE
600 FIFTH STREET,NW, WASHINGTON, DC 20001
202-962-1997, 2124, 2123, 2613

The accuracy of the information provided on this form is the responsibility of the Metro Authorizing Official/ Project Manager and RWP Training Instructor as per their signatures.

Location Code	Description
1700	DC 31st & Ames St. NW
2100	DC Archives Station
9144	DC Fort Totten District
0110	DC Jackson Graham Bldg. - 1st Fl.
0120	DC Jackson Graham Bldg. - 2nd Fl.
0140	DC Jackson Graham Bldg. - 4th Fl.
0150	DC Jackson Graham Bldg. - 5th Fl.
0160	DC Jackson Graham Bldg. - 6th Fl.
0170	DC Jackson Graham Bldg. - 7th Fl.
0180	DC Jackson Graham Bldg. - 8th Fl.
0199	DC Jackson Graham Bldg. - Pulled Checks
1804	DC L'Enfant Plaza
1300	DC McPherson Square
1200	DC Metro Center
2000	DC Mt. Vernon Square
2200	DC Navy Yard Station
9111	DC New York Avenue Rail Facility
1800	DC New York Avenue Station
3200	DC Northern Bus Facility
1900	DC Potomac Avenue Station
5000	DC Rhode Island Ave Facility
1400	DC Rhode Island Ave Station
3300	DC Shepherd Parkway
6200	DC Stadium Armyory Rail Facility
1600	DC Stone Straw Facility
1640	DC Stone Straw MTPD Training
3500	DC Western Bus Facility
9100	DC CENI Field Offices

Location Code	Description
5800	MD Addison Road Rail Facility
5710	MD Branch Ave PLNT Facility
5700	MD Branch Ave Rail Facility
5750	MD Branch Avenue Station
6900	MD Carmen Turner Facility
6901	MD Carmen Turner Facility 1
6902	MD Carmen Turner Facility 2
6903	MD Carmen Turner Facility 3
9416	MD CENI Field Greenbelt
9210	MD CENI Field Marinelli Rd
9314	MD Cobb Road
7000	MD Forest Glen Rail Facility
5200	MD Glenmont Rail Facility
7500	MD Greenbelt Hwy Overhaul
6000	MD Greenbelt Rail Facility
4600	MD Grosvenor Station
7400	MD H & W Trust
5900	MD New Carrollton Rail Facility
2040	MD Prince George's Plaza
5300	MD Shady Grove Rail Facility
6100	MD Silver Spring Rail Facility
3100	MD Southern Avenue Annex
7260	MD Twinbrook
7100	MD Wheaton Rail Facility
5712	MD CTEM Car Track & Eqmt Mntn

Location Code	Description
6700	VA Alexandria Yard
6400	VA Ballston Rail Facility
9312	VA Dulles Project Mgt. Office
3400	VA Four Mile Run Facility
5600	VA Franconia Rail Facility
5550	VA Huntington District MTPD
5500	VA Huntington Rail Facility
6300	VA National Airport Rail Facility
9530	VA Rosslyn 1560 - 3rd Floor
3600	VA Royal St. Bus Facility
9300	VA Springfield Facility
6600	VA Telegraph Road Facility
5400	VA West Falls Church Facility
3700	VA West Ox Road Bus Facility
9999	DC TRES - Pulled Checks
0000	DC/MD/VA Metro Facilities