



Depending on your request, you may be required to have a background check performed by VDOT which includes being finger printed. You will be notified if this is required.

**Note:** Background checks are required for all **RUMS and AWP** requests.

ITD-35E Rev 4-25-12

### External User Information

Last Name			First Name			Middle Initial		
Area Code		Phone Number		E-mail Address				
Government/Company Name				Office/Department				
Job Title			User Signature			Date		

### User Status

New User  Current User  Reinstate User  Delete access to the application(s) indicated below under Application System

If Current User, Reinstate User, or Delete is checked, list the systems to which you have access and still need access.

\_\_\_\_\_

\_\_\_\_\_

### Application System

Application name(s) \_\_\_\_\_

Add  Change  Delete user access to the application(s) indicated after the following date: \_\_\_\_\_

For Add or Change describe level of access needed: \_\_\_\_\_

\_\_\_\_\_

### External User's Supervisor or VDOT Business Coordinator

Last Name			First Name			Middle Initial		
Area Code		Phone Number		E-mail Address				
I agree that I am responsible for notifying my VDOT contact when this individual leaves employment or no longer requires access.								
Job Title			Supervisor/Coordinator Signature			Date		

### VDOT Authorizer

Has a background check been done?  Yes  Needs to be done  Not required

Last Name		First Name		Department		Phone Number	
E-mail Address				Signature		Date	

### VDOT Central Office Information Technology Division Use Only

ESA Webpage			ESA Login Name					
Date Received		Name		Systems Engineering Member		Date user notified of setup		
Date Received		Name		Security Team Member		Date User Setup in AD		