



Expect the Check
Identity Verified. Access Granted.

Everything You Need to Know about Expect the Check



WHAT IS EXPECT THE CHECK?

The Department of General Services, in concert with the Division of Capitol Police, enacted enhanced ID verification protocols in DGS facilities in and around the seat of government in October 2019. The Expect the Check protocols are intended to improve the overall security of DGS facilities.

WHO NEEDS TO EXPECT THE CHECK?

Tenants, state employees, contractors and visitors entering DGS facilities will need to "Expect the Check" when accessing the building.

WHERE ARE THESE PROTOCOLS IN PLACE?

DGS facilities where Expect the Check protocols apply include the following:

Barbara Johns Building	Main Street Centre
Division of Consolidated	Reid's Row
Laboratory Services building	Monroe Building
Jefferson Building	Patrick Henry Building
Madison Building	Perimeter Center
Old City Hall	Virginia Distribution Center
Oliver Hill Building	Virginia War Memorial
Westmoreland Building	Virginia War Memorial Carillon
Office of Fleet Management	Office of Surplus Property
Services building	Management
Washington Building	

EXPECT THE CHECK PROTOCOLS

100% ID CHECK & VISIBILITY ENFORCEMENT FOR ALL TENANTS, STATE EMPLOYEES & CONTRACTORS

- If you are assigned to work in a DGS facility where Expect the Check protocols are in place, you must have your state-issued employee or contractor ID badge to enter, and the badge must be visible above the waist at all times.
- Tenants, state employees and contractors are required to swipe their ID badges upon entering an Expect the Check facility for security to verify access.
- If a tenant, state employee or contractor forgets or loses their badge, they cannot sign into the building as a visitor. Instead, they must visit the DGS Office of Parking and Badging (OPB), where they will be issued a 24-hour temporary ID badge if their information on file can be verified. Temporary ID badges will have the same access levels as the person's normal ID badge.
- For expired badges, all tenants, state employees and contractors must contact their badging coordinator to schedule an appointment with OPB to obtain a new state ID badge.
- With respect to parking, DGS will issue all parkers a hangtag for their assigned deck. Tenants, state employees and contractors must use their state-issued ID badge to enter their designated parking deck. If they do not have their

badge, they must present their DGS-issued hangtag and another valid government-issued ID to security, who will verify their status with OPB before allowing access. This will allow them to park and then visit OPB to obtain a temporary state ID badge for the day.

100% AUTHORIZATION/VERIFICATION FOR ALL VISITORS

- Visitor hours in DGS facilities are 8 a.m. until 5 p.m. Monday through Friday. Visitors may be authorized to enter a building outside of those hours only if they sign in and are accompanied by an employee who works in the building and has approved card access.
- Tenants, state employees, and contractors with state-issued ID badges must sign in and out with security when they visit a DGS facility that is not their assigned building.
- For state employees, security will call the agency/organization they are there to visit for approval. The agency/organization will give verbal approval on the phone or send an escort.
- All other visitors must sign in and be escorted at all times by agency/organization personnel.
- Agencies/organizations must provide primary and secondary points of contact for security to call when visitors arrive. These contacts should be given to the onsite security team and be updated as necessary.
- Agencies/organizations must provide security with a pre-populated visitor log in advance of meetings to expedite the sign-in process.

LIMITING OF THE NUMBER OF BUILDING ENTRANCES

Most buildings will have one designated visitor entrance, and all entrances will be marked.

LIMITING OF AFTER-HOURS/WEEKEND BUILDING ACCESS

- Each agency/organization head must approve and submit to DGS the names of individuals who require access to their assigned building outside of the standard work hours of 6:30 a.m.-6:30 p.m., Monday through Friday. All other state ID badges will work only during those regular business hours.
- Badge access into parking facilities is 24/7 for all parkers.

SECURITY CLEARANCE PROCESS

- Badges for state employees have an expiration date of six years from receipt.
- Badges for contractors have an expiration date of one year from receipt.
- All contractors must possess appropriate clearance to work in DGS facilities and wear the appropriate badges at all times.

Questions? expectthecheck@dgs.virginia.gov