



## NC EMERGENCY MANAGEMENT RE-ENTRY CERTIFICATES

We encourage you to consider obtaining Emergency Management Re-Entry Certificates for your delivery drivers, in the event that movement is restricted within areas of the state during a State of Emergency, as declared by the Governor. With a pass in-hand, your drivers may be allowed to move through an area that law enforcement officers have closed off for public safety, or where local curfews may be in place.

---

### Steps to Apply for a New Re-Entry Certificate:

1. Email the Business Emergency Operations Center at [beoc@ncdps.gov](mailto:beoc@ncdps.gov)
  2. Email subject line: "Re-Entry"
  3. The person sending the email/making the request should be the person with signatory authority for the business.
  4. In your email, please note:
    - a. Your need to have a re-entry certification for your employees to access stores;
    - b. All necessary point-of-contact information;
    - c. Number of drivers for whom you are requesting a certificate.
  5. You will be sent a Memorandum of Agreement with the NC, outlining the expectations for use of the permit. This Memorandum will need to be signed electronically for remittance.
- 

### Steps to Renew An Existing Re-Entry Certificate:

*Below are instructions for renewing an existing Re-Entry Certificate. This same certificate can be viewed anytime by logging onto [WebEOC](#), and as a reminder you should login at least every 270 days to prevent your account from being locked.*

- Log onto [www.ncsparta.net](http://www.ncsparta.net) and enter your user name and password. If you are unable to log on, please email me for assistance.
- On the left, above the NCEM triangle logo you will find a blue drop down arrow. Scroll down to Vendor Reentry. Click here and go to the Vendor Access Registry.



- Scroll down or page over to your organization name and click “Edit.”
- Review your company information. Review and update the Point of Contact area. Make sure your group has at least two points of contact (POCs). Click "save."
- Please review the Memorandum of Agreement. When complete, uncheck and recheck the box beside the signature line confirming your review before signing. Click "save" again before you exit.
- The system will notify me that you are ready. Staff will complete the credentialing process. This will take 1-2 days. The next time you log on, a green "Print" button will appear to the right of your organization name. You may view and print certificates at will.

**For Questions or Concerns Contact:**

Persia Payne-Hurley  
Private Sector Manager & BEOC Coordinator  
North Carolina Emergency Management  
NC Department of Public Safety  
(919) 825-2285 (o)  
(919) 594-3105 (m)  
phurley@ncem.org