Contents
- Extended Evening Hours
- AO Reminder
- Badge Issuance
- Same-Day Service (Walk-in Service)

Extended Evening Hours

DPSAC is happy to announce extended hours on Wednesday evenings from 5-8 p.m. These extended Wednesday hours begin July 11th and will be in place throughout August. DPSAC will accommodate customers on a first-come-first-serve basis in the DPSAC office, Building 31, 1B03.

AO Reminder

Please remember the following applications when registering individuals in NED:
- Check and approve the badge authorization box in NED prior to sending individuals to DPSAC. DPSAC turns away a number of individuals on a daily basis who have not been authorized in NED.
- Input the correct employment end date, as appropriate, in the NED badge expiration field. For example, if a contractor is employed at NIH on a six month contract, the badge expiration field date should be six months from his/her first day of work. The amount of time a person is employed at NIH could impact the type of identity verification process conducted by DPSAC.

Badge Issuance

Once an individual is fingerprinted, it usually takes 3-5 days before DPSAC receives the fingerprint results and is able to renew or issue an ID badge. If an individual does not receive a badge authorization e-mail from Personnel Security within five days after being fingerprinted, please send an e-mail request titled 'Badge Status Request' to Mr. Kontos at kontostergiosa@mail.nih.gov. Mr. Kontos will check the status of your file and have a member of DPSAC contact you.

Same-Day Service (Walk-in Service)

Reminder: Same day service is offered Monday through Thursday, 2-4 p.m. Please see last week's posting for additional information.