

Summer Student Guide to Obtaining An NIH ID Badge

Welcome to the National Institutes of Health for the Summer of 2008!

As a summer student at NIH, you will need to receive an NIH ID badge in order to access NIH facilities. Most summer students will undergo a standard criminal history check before being issued a badge. Certain categories of students will require fingerprinting and a background investigation.

Pre-Processing

Before you arrive at NIH, your sponsoring Institute or Center (IC) will complete a Security Checklist to determine if you will need to receive an investigation. A copy of this form can be found at <http://idbadge.nih.gov/badge/students.asp>, Appendix 1.

At some point before your arrival you should receive an electronic copy of the HHS-745 Badge Request Form (<http://idbadge.nih.gov/badge/students.asp>, Appendix 2). This form must be completed and mailed back to your point of contact at NIH before you can be processed for a badge. If you are under age 18 at the time of application, be sure to complete the parental consent page.

No Fingerprint Required

If your security checklist did not indicate that fingerprinting was required, the NIH Division of Personnel Security and Access Control (DPSAC) will process a criminal history check through the National Crime Information Center (NCIC). After this check is completed, you will receive an e-mail authorizing you to receive your ID badge. You must print a copy of this e-mail and submit it to a Personnel Security Specialist located at the Building 10 South lobby customer service desk in order to receive your badge.

Fingerprinting/Full Investigation Required

If the checklist indicates that fingerprinting is required, you or your Administrative Officer must make an appointment with the DPSAC by calling (301-496-0051). The wait time on most appointments is around a week, so be sure to call in advance!

Before you can be processed, your AO must update your official record to indicate that you require fingerprinting. This includes the assignment of a Common Account Number (CAN) as well as entering "Investigation Required" in the Comments field of the NIH Enterprise Directory (NED). If either of these is missing you will need to make another appointment to be fingerprinted.

Remote Locations

If you are a summer student working at a remote location (Frederick, Baltimore, North Carolina, Montana, etc...) this process will be the same except that you will receive your badge at that location.

Customer Service

A summer student customer service representative will be stationed at the Building 10 South Lobby help desk to assist you Monday through Friday from 8:00 a.m. to 4:00 p.m.. For assistance with this process, please call John Lorch or Ogom Eboagwu at (301) 443-3980.

You can also e-mail your questions to ORSPersonnelSecurity@mail.nih.gov. Please include "Summer Student" in the subject line of your e-mail.