



Getting an ID Badge at NIEHS

The instructions below describe the four steps each applicant must take to successfully complete the PIV process and obtain an HHS ID Badge (PIV Card).

Step 1: Sponsoring the Applicant

The process of obtaining a new badge or renewing an expiring badge begins when the Sponsor -- usually an Administrative Officer (AO) -- enters your information into the NIH Enterprise Directory (NED). This information includes a request to issue you an ID Badge.

HSPD-12 requires all Federal employees and contractors working at NIH be sponsored for an HHS ID Badge. The Sponsor is responsible for substantiating that you need an HHS ID Badge.

When you show up for fingerprinting, Operations & Security Branch staff will confirm your sponsorship and proceed to fingerprint you.

Step 2: Fingerprinting

Once you have confirmed with your AO that you are sponsored for a new ID Badge, you will need to be fingerprinted by Security. **NEW Federal employees** are fingerprinted as part of the Entry-on-Duty (EOD) training.

Please note: If Security determines that your fingerprints and a valid background investigation are already on file, a new badge can be issued at that time.

To get fingerprinted:

- Visit the Security Office in The Rall Building (101), Rm. B114. The office is open from 8:15 a.m. until 3:45 p.m. Monday through Friday. No appointment is necessary.

Before you arrive for fingerprinting, verify that your AO has:

1. Sponsored you for an ID Badge in the NIH Enterprise Directory (NED)
2. Provided a Common Account Number (CAN) in NED

Bring these documents when you're fingerprinted:

- A completed HHS ID Badge Request Form ([HHS-745 Section A](#)). If necessary, Security can provide you with this form to complete when you arrive
- Two forms of acceptable identification (one must be a Federal or State-issued photo ID) [Click here to view the table \(PDF, 1 Page\)](#).

Complete the process:

- Security will take your fingerprints
- Security will initiate your background investigation

Step 3: Background Investigation

Watch for an e-mail alert with the subject line: "Background Investigation Initiation"

This e-mail provides a link to 'e-QIP' (the **E**lectronic **Q**uestionnaires for **I**nvestigations **P**rocessing). Clicking on this link will connect you to a secure website that allows you to complete your personnel investigations forms online. If you have not received this e-mail notification within 5 days of completing your fingerprinting, call Security Office at 919-541-7515 to notify them that you have not yet received your e-QIP e-mail.

Complete your e-QIP and additional required forms **within 7 business days** and **print your e-QIP Signature form** and other forms as directed. Security will advise you on which of the following forms you will need to complete and sign:

- e-QIP Signature Form
- Background Investigation Form (SF85, SF85P) or SF-86
- OF 306 – Employees and Contractors
- OF 612– Employees only
- Any other required forms (as necessary)

Helpful Tip: Collect the required information in advance of logging on to e-QIP to avoid interruptions and to save time. You will need employment, education and residence history as well as personal references. You can save your work, close out of e-QIP, and return to the forms without having to start over. Once you've completed your questionnaire you must hit the "[Release Request/Transmit to agency](#)" button to finalize the e-QIP process.

Foreign national applicants without a social security number must manually complete their personnel investigation forms.

Deliver your required, signed forms to the Security Office in The Rall Building (101), Rm. B114. The Operations & Security Branch will forward your information to the Office of Personnel Management (OPM) to conduct your background investigation. Depending on the level of your investigation, this process could take between ninety days and one year to complete. You will be notified when your investigation is complete.

IMPORTANT: If all of these steps are not accomplished in the allotted time, you will be locked out of e-QIP and Security must re-initiate the process for you. Failure to complete the e-QIP process will result in your ID badge being disabled.

Step 4: Obtain Your New HHS ID Badge

Watch for a second e-mail with the subject line: "ID Badge Authorization"

Within 3-5 business days following your fingerprint appointment, Security receives and reviews the results of your fingerprint check from the OPM. Security will then send out an e-mail authorizing you to come to the Security Office, The Rall Building (101), Rm. B114 to pick up your ID badge.

You must bring your badge authorization e-mail with you. You will not be issued an ID badge without your e-mail.

NIEHS Contact Information

National Institute of Environmental Health Sciences, Research Triangle Park, NC

Questions regarding HSPD-12, access control, personnel security and other security procedure related issues should be directed to the Operations and Security Branch. Individuals with questions or issues regarding badges are asked to contact the Security Office.

Operations & Security Branch

Building 102, Room S150

Days 8:30 a.m. to 4:00 p.m. - Monday through Friday

Phone: 919-541-5116

Security Office

Rall Building (Building 101), Room B114

Days 8:15 a.m. to 3:45 p.m. - Monday through Friday

Phone: 919-541-7515

