

GENERAL  
INFORMATION

## DIS Badge Clearance Reference Information

### ON DIS BADGE CLEARANCE FOR...

#### Visiting Program (VP) Participants

In general, DIS provides badge clearance for VP participants when (a) they check-in with DIS on their first day of work, and (b) DIS completes processing of a case request from the IC to renew the appointment.

#### Contractors

DIS also provides badge clearance for Contractors, Tenants and Volunteers from 1pm-3pm, Monday through Friday. We accept walk-ins during those hours, as well as electronic submissions (fax, SEFT) for individuals working at off-site locations. Information on DIS requirements is available on our website: <https://www.ors.od.nih.gov/pes/dis/Contractors/Pages/default.aspx>

#### Green Card Holders and U.S. Citizens

DIS does not provide clearance for Lawful Permanent Residents (LPRs, also referred to as green card holders) or U.S. Citizens (USC). If a NED record indicates DIS clearance is required for a known LPR or USC, please direct that individual to their AO to have the error in their NED record corrected. The AO will likely need to submit a service request with NED/CIT in order to void the erroneous record.

### KEY TERMS

#### Badge Clearance

For DIS, this is the process of verifying an individual's immigration documentation and work authorization and then entering both the Alien Authorized Work Until Date (AAWUD) and the Date Entered U.S. (DEUS) into NED.

#### Significant Status

Here we are referring to a status other than tourist (B-2/WT) or business visitor (B-1/WB). Typical prior significant statuses for VP Participants include F-1, J-1, or even H-1B.

#### Visiting Program (VP)

Intramural designations; typical examples include Visiting Fellow, Special Volunteer, Research Fellow, etc.

### OTHER INFORMATION

#### On Date Entered U.S. (DEUS)

DIS will make a concerted effort to determine the DEUS in conversation/correspondence with the Foreign National (FN) as well as by cross referencing the documentation provided. We determine DEUS in the following way:

- First date of entry in a *significant status*, i.e. not as a tourist
- If there was a break of two years or more between significant statuses, the DEUS will be the initial entry date of the *most recent status*

#### On Social Security Numbers

When an FN is new to the U.S. and is eligible for a Social Security Number (SSN) (remember B-1s and WBs are not eligible), DIS advises that they wait *3 full days* after the day they check-in to visit the Social Security Administration. We then advise them to inform their AO as soon as they receive the SSN so that their badging process can move forward. The physical SSN card is typically received in the mail 1-3 weeks after the FN applies.

#### On Remote Badges

DIS is only authorized to validate work status for individuals who need physical access to NIH campuses. If you have a foreign national who only needs remote access, please contact the IT department in your Institute or Center.

#### Resolving Badge Related Issues

Please note that DIS is only involved in the badging process to confirm immigration status and work authorization. Any other badge related inquiries should be directed to DPSAC and/or NED CIT.

For more information on DIS involvement in the badge process see [here](#).

#### **DIS Contact Information**

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<http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx>