



Four Steps to Getting an ID Badge

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

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) or Administrative Technician (AT) -- 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 (PIV Card).

When you go to your fingerprinting appointment, the RML Registrar will confirm your sponsorship and proceed to fingerprint you. RML's Registrar is Kristine Schmitt.

STEP 2: FINGERPRINTING APPOINTMENT:

Once you have confirmed with your AO that you are sponsored for a new ID Badge, you will need to schedule a fingerprinting appointment with the RML Registrar. **NEW Federal employees** are fingerprinted as part of the Entry-on-Duty (EOD) training, or before their EOD if possible.

Please note: If during your fingerprinting appointment the RML Registrar determines that your fingerprints and a valid background investigation (BI) are on file, the NIH Police will issue you a new badge **at that time**.

An applicant can choose from three options to schedule an appointment:

1. Contact your **Secretary** to schedule your appointment with the RML Registrar
2. Stop by Building 31, Room 31214;
3. Call the RML Registrar at 406-363-9324 (Fingerprinting hours are 8:30 a.m. – 4:00 p.m., Monday – Friday).

Bring these documents to your appointment:

1. A completed HHS ID Badge Request Form (HHS-745, Section A) ([Click here to view the form](#))
2. Two forms of acceptable identification (one must be a Federal or State-issued photo ID) [Click here to view](#) a list of acceptable forms of ID; choose from list A, B, or C. If necessary, the RML Registrar can provide you with this form to complete when you arrive for your appointment.

Completing the process:

1. The RML Registrar will take your fingerprints
2. The RML Registrar 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**uestionnaire for **I**nvestigations **P**rocessing). Clicking on this link will connect you to a secure website that allows you to complete your personnel investigation forms online. If you have not received this e-mail notification within 5 days of completing your fingerprinting, call the RML Registrar at 406-363-9324 to notify her that you have not yet received your e-QIP e-mail.

Complete your e-QIP and additional required forms **within 7 business days of receipt of the email**. The RML Registrar will tell you which of the following on-line forms you will need to complete and sign:

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

Helpful Tip: Collect employment, education and residence history, as well as personal references in advance of logging onto e-QIP to avoid interruptions and to save time. You can save your work, close out of e-QIP, and return to the forms without having to begin again. Once you have completed your questionnaire, you must hit the "Release Request/Transmit to agency" button to finalize the e-QIP process.

Deliver your required, signed forms to the RML Registrar, Bldg 31 Rm. 31214. She will forward your information to the Office of Personnel Management (OPM) which starts the background investigation process. Depending on the level of your investigation, this process could take between ninety days to one year to complete. DPSAC will notify you 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 the RML Registrar 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**"

When the RML Registrar receives and reviews the results of your fingerprint check from the OPM and you have completed all of the steps needed for your background investigation, the RML Registrar will then send an e-mail authorizing you to come to the NIH Police Office (Building 30, 30116) have your picture taken and your ID printed. **You must bring your badge authorization e-mail with you. You will not be issued an ID badge without the e-mail.** [Back to the Top](#)