

NIH Summer Student Guide to Obtaining an ID Badge

Welcome to the National Institutes of Health for the summer of 2011! As a Summer Student at NIH, you will need to receive an NIH ID Badge in order to access NIH facilities. Summer students must undergo a criminal history check before being issued a badge.

Pre-Processing

Before you arrive at NIH, your sponsoring Institute or Center (IC) will request an ID badge for you. As part of this process, you will be asked to provide your personal information. You can do this via a secure online portal (to be provided by your IC) or by completing an HHS-745 Badge Request Form (<http://idbadge.nih.gov/badge/students.asp>). You must provide this information before you can be processed for an ID badge.

Note: If you are under age 18, you must provide a completed & signed HHS-745 Badge Request Form. This form includes a parental / legal guardian consent statement that must be completed and signed by a parent or legal guardian in order to receive an NIH ID Badge.

Criminal History Check

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 NIH ID Badge. At that time, you can proceed to DPSAC's badging station located at the Building 10 South lobby in order to receive your badge. You will also be required to show photo ID to pick up your NIH ID Badge.

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 NIH ID Badge at that location.

Customer Service

For assistance, e-mail your questions to ORSPersonnelSecurity@mail.nih.gov. Please include "Summer Student" in the subject line of your e-mail.