

NIH Summer Student Guide to Obtaining an ID Badge

Welcome to the National Institutes of Health for the summer of 2015! As a Summer Student at NIH, you will need to receive an NIH Restricted Local Access (RLA) ID Badge in order to access NIH facilities. Summer students must undergo a fingerprint 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.

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 RLA 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.