

ACCESS TO NIH CAMPUS AFTER RETIREMENT

Retired employees may be eligible for an Extended Visitor Identification badge (ID) and a Vehicle Access pass. The Vehicle Access pass will allow you to enter onto the campus without having to undergo a vehicle search. The ID badge and the vehicle pass will be valid for one year from the date issued.

The request form (page 2) should be completed by the retiring employee and signed by your Administrative Officer. Once signed, it should be returned to the following address:

Division of Police – Extended Visitor
31 Center Drive, MSC 2012
Building 31C, Room B3B17
Bethesda, MD 20892

The form may also be hand delivered to the police office or faxed to 301-496-9329.

Once the Administrative Office terminates the current badge in NIH Employee Directory (NED), the extended badge may be issued. The retiring employee will be responsible for obtaining the badge and vehicle access pass from the Police front desk in building 31, room B3B17.

While on campus, the vehicle access pass does not allow for parking, therefore you will be responsible for your own parking. You may use any of the paid visitors lots.

THE NATIONAL INSTITUTES OF HEALTH EXTENDED VISITOR ID BADGE APPLICATION

Privacy Act Notification:

Collection of this information is authorized under 5 U.S.C. 301 and 302; 40 U.S.C. 121 (d),k 1315; Delegation of Authority, 33 FR 6044 (January 17, 1968); 42 U.S.C. 216; 44 U.S.C. 3101 and 3102; and 45 CFR Part 3. The primary use of this information is to determine the suitability or eligibility for access to the National Institutes of Health (NIH) facilities. For NIH security purposes, your name will be checked against the National Crime Information Center (NCIC) and other applicable law enforcement databases prior to the issuance of an affiliate NIH identification and campus access pass. This may result in information being disclosed to law enforcement officials regarding past arrests, outstanding warrants, criminal convictions, or your inclusion on the FBI watch list. As a result of that disclosure, and if warranted, possible legal action and/or arrest could occur. Submission of this information is voluntary; however, in order for the NIH Police to determine your suitability to receive a government-issued NIH identification card and campus access pass, you must complete all fields.

Penalties to Inaccurate or False Statements:

Title, 18 Section 1001, United States Code (USC) provides that knowingly falsifying or concealing a material fact is a felony punishable by a fine(s) of up to \$10,000, or 5 years imprisonment, or both. Additionally, Federal agencies generally fire, deny grant access, or disqualify individuals who have materially and deliberately falsified these forms, and this fact remains a part of the permanent record for consideration of future placements.

Authorization:

Although this process may have been done prior to the date of this application, I authorize any appropriate member of the National Institutes of Health Division of Police to conduct appropriate checks against the National Crime Information (NCIC) and other applicable law enforcement databases to obtain information relating to my past history. I understand that the information released by record custodians, and sources of information is for official use by the NIH only for the purposes of determining my suitability or eligibility for access to NIH facilities, and may be disclosed by the NIH only as authorized by law.

Print Last Name

Print First Name

_____/____/____

Social Security Number

Date of Birth

Place of Birth (City and State or Country if not U.S.)

Date

Signature

U.S. Citizenship: Yes No
If No, Country of Citizenship: _____

Print Parent/Guardian Signature (If applicant under 18)

(_____)_____-_____
Contact Number

EXTENDED VISITORS (UP TO ONE YEAR)

- | | | | | | |
|--|---|---|---|---|---|
| <input type="checkbox"/> Board Member | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Patient/Patient Affiliates | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Retiree/Alumni | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Clinical Rotators | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Service Provider | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Community Liaison | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Summer Students | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Construction Worker | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Tenant | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Extended Visitor | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Transportation Visitor | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Fellows | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Vendors | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |
| <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year | <input type="checkbox"/> Volunteers/Others | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> up to one year |

All applicants, other than Service Providers, Vendors and Construction Workers, must have an **NIH employee sponsor**, i.e., spouse, or institute coordinator sign this document. Verification **must** be confirmed, via the sponsor, before a badge will be issued.

_____/____/____ (_____)_____-_____
Sponsor Signature Institute /Center Date Contact Number

Print Sponsor name

This pertains to applicants outside of the Clinical Center only:
Requestor(s) can personally hand carry or fax this form to (301) 480-7840 (Security Assistants.) Service providers, Vendors and Construction Workers can also fax this form to the same number but it must be accompanied by a letter from your company on company letterhead stating your business at the NIH, indicate the NIH Institute you have business with and a contact within that institute who can be contacted. It may take up to seven business days to process your request. After/on the 7th business day, you can go directly to the Gateway Visitors Center; Building 66A to obtain your NIH Badge. You must present **government approved photo identification** such as a drivers' license, passport, work permit, school identification card, etc., when obtaining your badge. For additional information please contact the Security Assistants office at (301) 435-5095.

- Sponsor verified
- NCIC check completed