

NIH

Office of Research Services (ORS)

Short Term Access Credential (STAC) Authorized Sponsor Training

2026

Division of Police (DP)

Division of Personnel Security (DPS)



National Institutes of Health

CONTROLLED UNCLASSIFIED INFORMATION

STAC Authorized Sponsor Training

NIH STAC Sponsors,

You have a very important role that supports the NIH mission. The NIH is home to some of the most important biological health research in the world. NIH campuses house important national research data, health data, critical infrastructure, biological toxins and hazards, all of which must be protected from unauthorized access or disclosure to ensure the national security, public trust and safety.

- At the NIH, STAC Authorized Sponsors serve as the **official approval authority** for sponsoring Patients and Patient Caregivers who meet specific eligibility criteria for a STAC Credential.
- This responsibility is important to NIH security and ensures that an STAC applicant's access to NIH's facilities is properly vetted.
- We ask that you carefully review the contents of this presentation as this information is critical to your role and to the security of the NIH.

STAC Authorized Sponsor Training

- **Purpose of This Training:** To explain your responsibilities as an **Authorized Sponsor** in the **Short-Term Access Credential (STAC) Process**.

- **As an Authorized STAC Sponsor, it is highly recommended that you:**
 1. Complete the VisitNIH training.
 2. Complete this training.
 3. Print and sign the certificate (last slide).
 4. Send your signed training certificate and proof of completion of the VisitNIH training to the NIH HSPD-12 Program Office at hspd12@od.nih.gov.
 5. If you were designated as an alternate, you are required to also attach your appointment/designation letter to the email request.

What is STAC and when is it needed?

- **Short-Term Access Credential (STAC)** is a federal facility credential that provides access to the NIH campus only for certain categories of visitors (Patients, Caregivers) that have a verified, continuing need to access campus on a regular basis.
- **Who is eligible for a STAC Card*?**
 - STAC Cards are available to the following categories who require **ongoing** access to the NIH campus for **over a six-month period**:
 - **Patients, patient caregivers** (up to 2), and **hemochromatosis blood donors**
 - **NIH Transportation Visitors** (*immediate family members of NIH Employees who have children enrolled in an NIH Day Care*), *and limited categories of NIH Employees' caregivers who have a Reasonable Accommodation for transportation needs*
 - **Important:** *Non-U.S. Persons** planning to visit NIH campus and/or apply for a STAC card are not eligible until they have been pre-registered and approved through Visit NIH process.*
- **When is STAC Card needed?**
 - Patients: A STAC Card is **only** needed when a Patient requires **regular** and **continuing** access to the NIH Campus for treatment.
 - Patients **do not need** to apply for a STAC Card to gain access to NIH campus or to be approved for treatment. **Patients/Caregivers may access NIH via the NIH Visitors Entrance without a STAC Card.**

*Eligibility information and the Short-Term Access Credential Form can be found on the [STACs webpage](#).

**Non-U.S. Persons refers to individuals who are not U.S. Citizens or U.S. Lawful Permanent Residents (LPR a.k.a Green Card Holders).

NIH/ORS/DP

STAC Security Compliance

- **Short-Term Access Credentials (STAC)** provide continuing access to federal facilities (NIH); therefore, NIH must ensure compliance with federal laws and regulations that govern **physical security, access to federal facilities** and **issuance of access credentials**.
- **Why this Matters?**
 - The NIH is home to some of the most important biological health research in the world. NIH campuses house important national research data, health data, critical infrastructure, biological toxins and hazards, all of which must be protected from unauthorized access or disclosure to ensure the national security, public trust and safety.
 - **Research Team Members** and **STAC Sponsors** play a key role in protecting NIH facilities, people, and information by **ensuring STAC requests are processed correctly** and **meet eligibility criteria**.
 - **Research Team Members** and **STAC Card Sponsors** must follow all requirements for ensuring **only eligible individuals** are sponsored for an NIH STAC Card and protecting Personally Identifiable Information (PII).
- **Federal Law Requirements (Title 18 U.S.C.):**
 - Counterfeiting, altering, or misusing a **federal card/badge** or **federal system**, is a **criminal offense**.
 - Suspected violations are reported to the **NIH Division of Police (DP)**.
 - Violations may result in **criminal investigation and prosecutions**.

STAC Process/Form – Summary of Updates

- **STAC Form Updates for Citizenship/Lawful Status selections**
- **Updated Identification Document requirements for STAC Application**
- **New STAC process requirements:**
 - **Patient STAC Applicant's Research Team Member or STAC Sponsor** must ensure Patient/Caregiver understands **NIH Visit requirements prior** to visiting campus and **determines the need for a STAC before applying.**
 - **STAC Application and ID documents** must be scanned and **submitted electronically** to **STAC Sponsor** for signature.
 - **STAC Sponsor** must review the application and determine that the applicant meets eligibility criteria, then **digitally sign STAC with PIV-enabled signature** before electronic submission to the NIH Division of Police for processing.
 - **New STAC Sponsor eligibility requirements**
 - **New STAC Sponsorship Training** has been created (highly recommended for **Research Team Member & STAC Sponsor**)
 - **New STAC Badge Holder Agreement**

NIH/ORS/DP

New STAC Form

THE NATIONAL INSTITUTES OF HEALTH
SHORT-TERM ACCESS CREDENTIALS APPLICATION



Privacy Act Statement:
This statement is provided pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a): Submission of this information is voluntary; however, in order for the Division of Police to determine your suitability to receive a government issued NIH identification card and campus access pass, you must complete this form. Collection of this information is authorized under 5 United States Code (U.S.C.) 301 and 302; 40 U.S.C. § 121 and 40 U.S.C. § 1315; Delegation of Authority, 33 FR 6044 (January 17, 1968); 44 U.S.C. 3101 and 3102; and 45 Code of Federal Regulations (CFR) part 3. The primary use of this information is to determine your suitability for access to the National Institute of Health (NIH) facilities. For NIH security purposes, your name and/ or fingerprints 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, if warranted, possible legal action and/or arrest could occur. The information you provide will be included in a Privacy Act System of Records, and will be used and may be disclosed for the purposes and routine uses described and published in the following System of Records Notice (SORN): 09-90-0777: Facility and Resource Access Control Records (<https://www.federalregister.gov/documents/2010/08/09/2010-19536/privacy-act-of-1974-report-of-a-new-system-of-records>).

Authorization: Although this process may have been done prior to the date of this application, I authorize any appropriate member of the Division of Police to conduct fingerprinting and/or checks against the 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 purpose of determining my suitability or eligibility for access to the NIH facilities, and may be disclosed by the NIH only as authorized by law.

Please initial to indicate you have read and understood the above.

Penalties to Inaccurate or False Statements
Title 18, Section 1001, U.S.C provides that knowingly falsifying or concealing a material fact is a felony punishable by fines of up to \$10,000, five years imprisonment, or both. Additionally, Federal agencies generally deny access of disqualifying individuals who have materially and deliberately falsified these forms and this fact remains a part of the permanent record for consideration of future requests.

Print First Name		Print Middle Name		Print Last Name	
Home Street Address		Apt#	City	State	Zip Code
Social Security Number	Date of Birth	Male ☐ Female ☐			
Signature	Date				
Parent/Guardian Name (if applicant under 18)		Parent/Guardian Signature (if applicant under 18)		Contact Number	
Email Address:					

SHORT TERM ACCESS – SIX MONTH BADGE ONLY

New STAC Form Updates:

- Updated Fields to capture **Citizenship/Lawful Status** selections:
- ☐ U.S. Citizen
 - ☐ Lawful Permanent Resident Card Holder
 - ☐ None of the above (If none, country of citizenship)

STAC Form Requirements:

- ✓ All fields must be completed
- ✓ Must type/write legibly
- ✓ STAC Applicant must sign with **wet signature** or electronic authentication mechanisms approved by NIH (such as DocuSign)

Missing information/fields, or illegible handwriting will result in form rejection.

NIH/ORS/DP

New STAC Form

STAC Form Requirements:

➤ Authorized Sponsor

- Must be an authorized sponsor on the approved sponsor list
- Must type/write legibly
- Include full NED ID
- Must sign with a digital PIV-enabled signature

SHORT TERM ACCESS – SIX MONTH BADGE ONLY

☐ Patient/Participant ☐ Patient/Participant Caregiver ☐ Transportation Visitor

_____ Authorized Sponsor* Signature	_____ Institute/Center	____/____/____ Date	(____)____-____ Contact Number
_____ Authorized Sponsor NED ID	_____ Print Authorized Sponsor Name and Title Legibly		Affix Patient Barcode Sticker here (if applicable)
_____ CAN Number (last seven digits)**	_____ Explanation of Need**		

*Authorized sponsor must be either an authorized IC Research Member or authorized Administrative Officer

**Applicable for Transportation Visitors only

You must present current **government approved photo identification document(s)** when obtaining your badge.
For additional information, please contact the Security Assistants Office at (301) 435-5095.

Division of Police Use Only

☐ Sponsor verified ☐ Fingerprints completed ☐ NCIC check completed ☐ Division of Police Approval

PLEASE DO NOT EDIT THIS FORM! IF ANY PART IS EDITED, THIS FORM WILL NOT BE PROCESSED!

April 2026 DPEVF-200

New STAC Identity (ID) Requirements

New STAC ID Requirements Guidance:

- ✓ All Identification/U.S. Lawful Status Documents must be valid, government-issued, in original form (no photocopies) and unexpired.
- ✓ At least one form must be a Photo ID compliant with REAL ID.
- ✓ ID document(s) must establish Identity and the U.S. Citizenship / U.S. Lawful Status declared on the STAC Application (or a combination of documents to establish both):
 - One form of ID acceptable if it is:
 - ✓ REAL ID compliant Photo ID
 - ✓ Establishes both **Identity** and **Citizenship/Lawful Status**
 - Examples: U.S. Passport, U.S. Passport Card, U.S. Lawful Permanent Resident Card, Employment Authorization Card with a Photograph*, Foreign Passport with I-551 stamp*
 - More than one form of ID may be required to establish both Citizenship/Lawful Status, Identity and be a REAL ID compliant Photo ID.
 - **Example:** U.S. Birth Certificate (citizenship) **and** REAL ID U.S. Drivers License (REAL ID Compliant Photo ID)

Please note: U.S. Drivers License, even if REAL ID compliant, **does not** in and of itself establish U.S. Citizenship

* Individuals that present these IDs must be pre-registered and approved through VisitNIH

For more information on which forms of ID are acceptable for STAC application, please reference Appendix

NIH/ORS/DP STAC for Transportation Visitors

STAC Eligibility & Sponsorship Requirements for Patients/Patient Caregivers

Authorized Patient STAC Sponsor Eligibility Criteria

AUTHORIZED SPONSOR ELIGIBILITY CRITERIA

The Authorized **Patient** STAC Sponsor must meet the following criteria:

1. Must be the **Institute, Center or Office (ICO) Deputy Clinical Director** or **designee** (appointed in writing via email or in list form).
2. Must be an **NIH Federal Employee**.
3. Must be a **U.S. Person**.
4. Must have a **suitable investigation** on file with Division of Personnel Security (DPS).

If the ICO Deputy Clinical Director (DCD) designates an **alternate** to serve as a STAC Sponsor, the alternate must meet the above criteria and **be appointed in writing** (or email) by the ICO DCD.

AUTHORIZED SPONSOR REQUEST PROCESS

To become an Authorized **Patient** STAC Sponsor, or designee, please follow these steps:

1. Ensure the above eligibility criteria are met.
2. Complete the VisitNIH Training.
3. Recommended to complete the **STAC Sponsorship Training** *[link will be added to STAC website]*.
4. Submit your request to be added as a STAC Sponsor to hspd12@od.nih.gov.
 1. **Attach proof of completion of the VisitNIH Training, your STAC Sponsorship training certificate and appointment letter** (if you have been designated an alternate by the ICO DCD) to the email
 2. DPS will maintain a list of Authorized STAC sponsors on a [shared team's channel](#).

STAC Process: Authorized Patient Sponsor Touchpoints

AUTHORIZED SPONSOR ROLE MAINTENANCE

- Authorized Patient STAC Sponsors must work with DPS POC (hspd12@od.nih.gov) to maintain Authorized Sponsor list monthly and update off-cycle changes.
- Maximum of 10 authorized sponsors or designees per ICO.
- DPS will conduct monthly verification of Authorized Sponsor lists. DPS will review current list to ensure eligibility criteria is met.
- Non-compliance may result in removal of Authorized Sponsor privileges, escalation to ICO leadership, and leadership action to ensure compliance.

CONTACT

- For questions about the STAC application process *after pre-registration*, please reach out to the NIH Division of Police at NIHPoliceSpecialEvents@mail.nih.gov or call 301-435-5095 (Guard Force) or 301-496-3021 (Event).
- For questions about the **STAC Authorized Sponsor** requirements, training or becoming a STAC sponsor, please contact HSPD12@od.nih.gov.
- For questions about **non-U.S. Persons** VisitNIH pre-registration process for a prospective STAC user, please visit the website [NIH Visitor Access Management Initiative \(VAMI\)](#).

NIH/ORS/DP STAC for Transportation Visitors

STAC Eligibility & Sponsorship Requirements for Transportation Visitors

Authorized Transportation Visitor STAC Eligibility Criteria

STAC ELIGIBILITY

1. **Daycare Transportation Visitor:** These are direct family members/guardians of children enrolled in an NIH Childcare facility that need a STAC card to access NIH campus to provide transportation for the child. Child's parent/guardian must be a current NIH Employee
 - ✓ Child's parent/guardian must be a current **NIH Employee**
 - ✓ **Non-U.S. Person** applicants must be direct relative of child currently enrolled in an NIH Childcare Center facility or are otherwise ineligible for a STAC card. If eligible, Non-U.S. Person transportation visitor STAC applicants must be pre-registered and approved through the **VisitNIH** process
2. **Reasonable Accommodation Transportation Visitor:** These are individuals who provide a verified continuing transportation service to an **NIH Employee** with an approved **Reasonable Accommodation** who cannot transport themselves to/from work
 - ✓ Must be a U.S. Person or who is a non-U.S. Person who has completed pre-registration and been approved by HHS Office of National Security (ONS) for the visits.
 - ✓ Must be providing a continuing transportation service to an **NIH Employee** with an approved **Reasonable Accommodation resulting from a physical or medical injury or illness that renders the employee unable to** transport themselves to/from work
 - *One-time transportation visits are not eligible for a STAC Card. Use NIH Visitors Entrance.*



Authorized Transportation Visitor STAC Sponsor Eligibility Criteria

AUTHORIZED SPONSOR ELIGIBILITY CRITERIA

1. Daycare Transportation Visitor:

1. The Authorized **Daycare Transportation Visitor** STAC Sponsor must be an **Authorized Administrative Officer (AO) Sponsor** from an **NIH Childcare Facility**.

2. Reasonable Accommodation Transportation Visitor:

1. Must be an Authorized AO Sponsor of a current **NIH Employee** (with active NIH Badge) who has an **approved Reasonable Accommodation for a transportation need**.

AUTHORIZED SPONSOR REQUEST & STAC APPLICATION PROCESS

To be an Authorized **Transportation Visitor** STAC Sponsor, please ensure the following:

1. Ensure the above eligibility criteria are met.
2. Recommended to complete the **STAC Sponsorship Training** *[link will be added to STAC website]*.
3. *For Reasonable Accommodation Transport Visitor, attach NIH Employees Reasonable Accommodation approval to STAC application.*

Authorized Transportation Visitor STAC Request Process

STAC REQUEST PROCESS

1. Daycare Transportation Visitor:

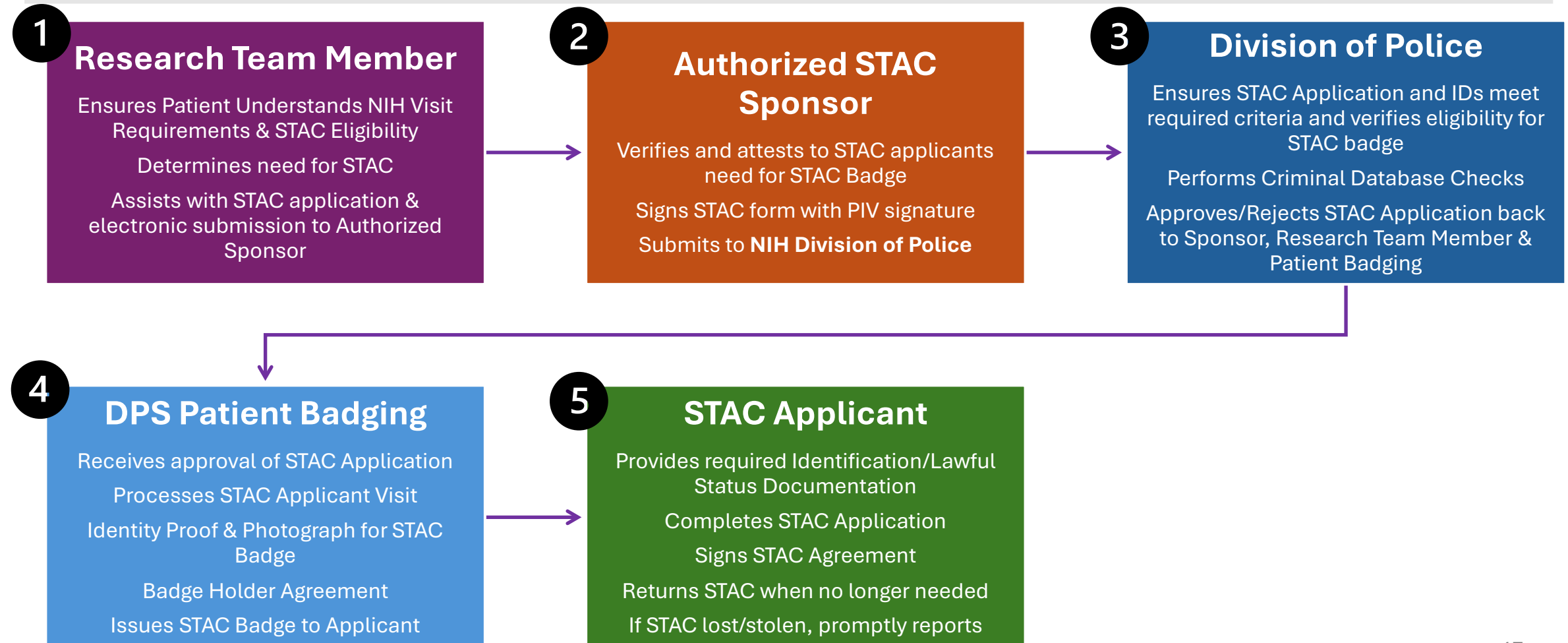
1. AO submits completed STAC Application signed by applicant (wet signature) and **digitally PIV signed** by NIH Daycare AO to NIHPoliceSpecialEvents@mail.nih.gov.
2. Await approval to proceed from NIHPoliceSpecialEvents@mail.nih.gov.
3. If STAC application accepted, STAC applicant will be contacted to schedule a Fingerprinting Appointment at NIH Visitors Center (Building 66).
 - Ensure STAC Applicant brings the approved forms of ID to Fingerprinting Appointment.
4. STAC applicant will be contacted to schedule a Badge Issuance appointment at Building 66 to retrieve their badge and sign the badge holder agreement if fingerprint results are favorable.

2. Reasonable Accommodation Transportation Visitor:

1. AO submits completed STAC Application signed by applicant (wet signature) and **digitally PIV signed** by **AO of Employee who has the Reasonable Accommodation** to NIHPoliceSpecialEvents@mail.nih.gov.
 - Attach approval of Reasonable Accommodation.
2. Await approval from NIHPoliceSpecialEvents@mail.nih.gov.
3. Upon Approval, STAC applicant will be contacted to schedule a Fingerprinting Appointment at NIH Visitors Center (Building 66).
 - Ensure STAC Applicant brings the approved forms of ID to Fingerprinting Appointment.
4. STAC applicant will be contacted to schedule a Badge Issuance appointment at Building 66 to retrieve their badge and sign the badge holder agreement if fingerprint results are favorable.

NIH/ORS/DP STAC Process Steps

High Level **Patient/Caregiver** STAC Process



NIH/ORS/DP STAC Process Steps

DETAILED PATIENT/CAREGIVER STAC APPLICATION PROCESS

NIH/ORS/DP STAC Process Steps

STAC Acceptable ID Requirements

STAC Application Process

Research Team Member: Ensure Patient Understands Visit Requirements

1. Coordinates with Patient/Caregiver **prior** to any potential visit to NIH campus to:
 1. Review **NIH Security** requirements to plan visit to the NIH Campus.
 2. Determine **VisitNIH pre-registration** requirements that apply to **Non-U.S. Persons**.
 - **Non-U.S. Person:** *Non-U.S. person: Any individual who is not a U.S. citizen or lawful permanent resident (Green Card holder)
 - Must **be pre-registered** and **approved** through [VisitNIH](#) ***prior to their arrival*** to campus or they will be denied entry. NIH states non-U.S. person visitors should pre-register 30 days in advance of the visit.
 - Will be required to provide identification and lawful status documentation in order to be pre-cleared for their visit to NIH **and** upon arrival to NIH campus.

Non-U.S. Persons who have not completed the required pre-registration process through VisitNIH will not be eligible to apply for or receive a STAC Card.

STAC Application Process

Research Team Member: Ensure Patient Understands Visit Requirements

1. Ensures Patient/Caregivers understand NIH Security requirements for **Accessing NIH Campus**:

- All visitors ages 18 and older must display an [approved form of identification](#) and undergo a security screening to obtain a STAC Card to enter NIH facilities.
- NIH accepts valid, non-expired government-issued photo identification that are compliant with the REAL ID Act. NIH does not currently accept Mobile IDs (mDLs) or accept NIH accept photocopies of valid IDs.
 - **Approved forms of ID required to enter NIH facilities (as of May 7, 2025):**
 - ✓ REAL ID Driver's License or State Identification Card or Enhanced Driver's License
 - ✓ Passport or Passport Card
 - ✓ HSPD-12 PIV or CAC Card
 - ✓ U.S. Lawful Permanent Resident Card (green card)
 - ✓ Federally Recognized, Tribal-Issued Photo ID
 - ✓ USCIS Employment Authorization Card (I-766)
 - ✓ Other Less Common Documents (e.g. Merchant Mariner Credential)
 - **VisitNIH pre-registration ID Requirements for non-U.S. Persons* prior to accessing campus**
 - Foreign Passport with I-551 Stamp or
 - United States Visa (as applicable)

**Not all inclusive*

STAC Application Process

Research Team Member: Ensure Patient Understands Visit Requirements

- Ensures Patient/Caregiver Understands NIH Security Requirements for Accessing NIH Campus
 - **Visitor ID Requirements:**
 - **U.S. persons** must present REAL ID compliant Photo ID and proof of **U.S. Citizenship** and/or **U.S. Lawful Status** to be allowed entry onto NIH Campus. *For example:*
 - **Examples of acceptable REAL ID Photo ID U.S. Citizens may bring:**
 1. **U.S. Passport** (REAL ID Compliant Photo ID and Proof of Citizenship)
 2. **U.S. Drivers License** (REAL ID Compliant Photo Identification) + **U.S. Birth Certificate** (establishes citizenship).
 - **U.S. Lawful Permanent Resident (LPR) may bring:**
 - U.S. LPR Card
 - **Non-U.S. persons:**
 - Must have completed preregistration and been approved by HHS Office of National Security (ONS) in the VisitNIH system prior to their visit
 - Must upload their Foreign Passport and U.S. Visa (as applicable) during the VisitNIH pre-registration process.
 - **Must bring these same forms of ID when arriving at the NIH campus for their visit.**
- ***If also applying for a STAC Card during visit:*** *If an NIH visitor qualifies for an NIH STAC Card due to a continuing need for campus access (e.g., patients) and plans to apply for a STAC Card during their visit, they must bring the required identification and documentation upon arrival. Failure to do so will result in denial of the STAC application.*

STAC Application Process

Research Team Member: Determine Need for STAC

1. After determining **NIH Campus Access** and **VisitNIH Requirements**, Research Team Member should determine if Patient/Caregiver **needs** a **STAC Card** based on their duration of treatment/access needs:
 1. **One visit or limited visits over time:** STAC not needed – use NIH Visitor Access
 2. **Multiple/continuing visits over a period of time:** Eligible for STAC Card

Note: STAC is not required to enter NIH Campus as a patient.

STAC Application Process

Research Team Member: Pre-Application (STAC)

➤ Pre-application:

- ✓ Remember to ensure non-U.S. Person STAC Applicants have completed [VisitNIH pre-registration](#) prior to the Patient's arrival.
- ✓ Remember to ensure all Patient visitors understand requirements to visit NIH Campus.
- ✓ Ensure Patient meets all STAC eligibility criteria:
 - Is a **Patient** or **Hemochromatosis Blood Donor** with a verifiable need to access campus on a regular and continuing basis
 - Up to 2 Patient Caregivers are allowed to apply for STAC
- ✓ Ensure STAC applicant brings the **required documentation** and information necessary to visit campus and apply for the STAC Card (if applying during their visit to NIH):
 - **Original-form identification documents (at least one of which must be a REAL ID compliant Photo-ID) on their person during their visit.**
 - Identification/Documents must meet acceptable criteria to access campus and apply for a STAC Card.

STAC Application Process

Research Team Member: Process STAC Application only if STAC is Needed

➤ STAC Application:

1. Assist STAC Applicant with completing and signing the STAC Application.
2. Ensure Applicant signs with **wet signature**.
3. Scan the **STAC Application** and required **Identification Documents**.
4. Email forms to the **Authorized STAC Sponsor (Deputy Clinical Director or Designee)**. Visit the [List of STAC Sponsors](#).
5. **Await approval** from **NIH Division of Police** before sending applicant to pick up their STAC Card.
6. Once NIH Division of Police responds that applicant is approved and ready for STAC Card pick up, send STAC Applicant to the **Patient Badging Station in Building 10**. Ensure they bring their original form identification documents with them.
7. Ensure STAC Card is promptly collected and returned to DPS Patient Badging as soon as access is no longer needed or upon expiration.

STAC Application Process

Authorized STAC Sponsor: Review and Sponsor STAC Application

1. Review the STAC Application and IDs to ensure:
 - ✓ Confirm the applicant information on the STAC is **complete, accurate** and signed with **wet signature**.
 - ✓ STAC applicant has an **official** and **verified** need to access NIH campus for treatments on a regular and continuing basis.
 - ✓ STAC applicant met eligibility requirements for STAC Card.
 - ✓ Scan of IDs were submitted.
 - ✓ Reject/deny STAC application that does not meet requirements.
2. Authorize STAC Application by signing with a **digital, PIV-enabled Signature**. *Forms without PIV signature will be not be processed.*
3. Email **signed STAC Application** and **identification documents** to the **NIH Division of Police** for processing at NIHPoliceSpecialEvents@mail.nih.gov with the **Research Team Member** CC'd.
4. Await email approval from Division of Police.

STAC Application Process

Division of Police: Process STAC Application and Run Checks

- Review the STAC Application and ensure the application is complete and signed by all authorized parties.
- Review **Identification Documents** to ensure they meet acceptable criteria and ensure applicants information matches what is listed on the STAC application.
- Ensure Authorized Sponsor signatory is on approved list.
- Reject/deny STAC application that does not meet requirements.
- If application is complete and authorized signatures present, run checks of criminal databases and adjudicate following internal procedures.
- If STAC applicant is approved for STAC issuance, **email the STAC Sponsor, Research Team Member and DPS Patient Badging (DPS-Patient-Badging@mail.nih.gov)** that the STAC Application has been approved, and that applicant may proceed to Patient Badging Desk in Building 10.

STAC Application Process

Division of Personnel Security Patient Badging: Process STAC Visit, Identity Proof, Issue Card/Badge

1. Upon applicants' arrival, require Name, Date of Birth and Identification Documents to perform record search.
2. Check for approval email from Division of Police.
3. Review **STAC Application** and **Identification Documents** to ensure information matches the individual present.
4. Perform identity proofing of applicant in accordance with Approved Identity Documents for credentials that provide access to federal facilities.
5. Capture photograph of applicant for STAC Card.
6. Instruct applicant to read and sign **STAC Card Holder Agreement** form.
7. Instruct applicant to return STAC Card to Patient Badging or NIH Research Team Member immediately upon expiration or when access is no longer needed.
8. Collects expired/returned STAC Cards.

STAC Application Process

STAC Card Holder Agreement

I understand my responsibilities possessing an NIH STAC Card. I certify my understanding and agreement to the following:

- ☒ NIH STAC Cards are U.S. government property and must be secured from unauthorized access at all times. I promise to secure my card at all times to ensure it is protected from loss, theft or unauthorized use
- ☒ I will return my STAC Card to the government representative as soon as I no longer need access/services at the NIH
- ☒ I promise to **never** share my STAC Card or let others use my card to access NIH
- ☒ If my STAC Card is **stolen**, I will immediately report it to the following entities:
 - The police (advise the police that the card provides access to the NIH campus)
 - NIH Facility Access Control FacilityAccessControl@mail.nih.gov
 - My NIH representative
- ☒ If my STAC Card is **lost**, I will report it immediately, and no later than 1 hour to:
 - NIH Facility Access Control FacilityAccessControl@mail.nih.gov
 - My NIH representative
- ☒ I understand that attempting to photograph, manipulate, tamper with or otherwise compromise my NIH Card/Badge is a violation of Title 18 U.S.C. and could result in criminal and/or civil penalties.

STAC Application Process

STAC Applicant

1. Provides requested forms of Identification/Lawful Status.
2. Completes STAC Application and signs with wet signature.
3. Agrees to STAC Card Holder Responsibilities form and signs with wet signature.
4. If card is lost/stolen, immediately reports to FacilityAccessControl@mail.nih.gov or calling 301-451-4766 and contacting Patient Badging, Research Team Member or nearest Patient Representative as soon as possible.
5. Returns STAC Card to Patient Badging Station or Research Team as soon as access is no longer required or upon expiration.

NIH/ORS/DP STAC Process Steps



List of Acceptable Documents for Short-Term Access Credentials (STACs)

*Documents extended by the issuing authority are considered unexpired.

Applicant(s) may present one selection from List A or a combination of one selection from List B and one selection from List C.

Items listed in *italics and in an orange box* may be presented by individuals who are non-U.S. persons (those who are not U.S. citizens or Lawful Permanent Residents).

List A	OR	List B	List C
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address	1. Social Security Account Number card, unless the card includes one of the following restrictions: i) Not valid for employment ii) Valid for work only with INS authorization iii) Valid for work only with DHS authorization
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. <i>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</i>		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. <i>Employment Authorization Document that contains a photograph (Form I-766)</i>		4. Voter's registration card	4. Native American tribal document
5. <i>For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</i> a) <i>Foreign passport, and</i> b) <i>Form I-94 or Form I-94A that has the following:</i> i. <i>The same name as the passport, and</i> ii. <i>An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</i>		5. U.S. Military Card or draft record	5. U.S. Citizen ID Card (Form I-197)
		6. U.S. Coast Guard Merchant Mariner Card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Native American tribal document	7. <i>Employment authorization document issued by the Department of Homeland Security</i> <i>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</i> <i>The Form I-766, Employment Authorization Document, is a List A Item Number 4 document not a List C document</i>
6. <i>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI</i>			

STAC Application Process Conclusion

CONTACT

- For questions about the STAC application process *after pre-registration*, please reach out to the NIH Division of Police at NIHPoliceSpecialEvents@mail.nih.gov or call 301-496-2387.
- For questions about the **STAC Authorized Sponsor** requirements, training or becoming a STAC sponsor, please contact HSPD12@od.nih.gov.
- For questions about **non-U.S. Persons** VisitNIH pre-registration process for a prospective STAC user, please visit the website [NIH Visitor Access Management Initiative \(VAMI\)](#).

STAC Application Process

This Concludes the Training

- To receive credit for satisfactorily completing this training and to be granted sponsorship access:
 1. Go to the next slide.
 2. Print and sign the certificate.
 3. Keep a copy of the signed certificate for your records.
 4. E-mail a copy of your signed certificate (along with your VisitNIH training) to the NIH HSPD-12 Program Office at hspd12@od.nih.gov.

National Institutes of Health

**Certificate of Completion for
Short Term Access Credential (STAC)
Sponsor Training
Is Presented To:**

Trainee name (printed)

Signature(trainee)

Date

NIH/ORS Division of Personnel Security

Trainer name (printed)

Signature (trainer)

Date

This certifies that the person named above has successfully completed the role-based training in relation to Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors.

STAC Application Process

Where to Go for Help

Division of Police

Email: NIHPoliceSpecialEvents@mail.nih.gov

Phone: 301-435-5095 (Guard Force)
301-496-3021 (Special Events)

Website:

<https://ors.od.nih.gov/ser/dp/Pages/default.aspx>

Visit NIH (for non-U.S. Person pre-registration for Visit only)

Email: VAMI@mail.nih.gov

Website:

<https://orsweb.od.nih.gov/sites/VAMI/> (requires NIH login)

Facility Access Control

Phone: (301) 451-4766

Email: facilityaccesscontrol@mail.nih.gov

Division of Personnel Security

Phone: (301) 402-9755

Email: hspd12@od.nih.gov

Website:

<https://ors.od.nih.gov/ser/dpsac/administrators/onboarding-new-staff/Pages/default.aspx>