DEPARTMENT OF HEALTH & HUMAN SERVICES

Division of Personnel Security and Access Control

National Institutes of Health
Office of Research Services
Division of Personnel Security and Access Control

31 Center Drive
Bethesda, MD 20892
301-451-9381

Visit Authorization Worksheet

If you are plan on attending a classified meeting or another agency's facility, please make sure to read through this page and submit all of the required information.

The request needs to be submitted 10 days prior to the meeting or site visit if possible to provide enough time to process the request.

Required Employee Information:

- Full legal name (Last, First, Middle): _____
- Position/Title: _____
- NED Id **: _____

    ** = NED ID# will be used to securely obtain the cleared employees personally identifiable information (PII)

Required Visiting Agency/Meeting Details:

- Agency/Facility/Organization being visited (spell it out, please do not provide acronyms):
- _____
- Security Office Point of Contact (POC): _____
- Security Office POC: Telephone #: : _____ Email : _____
- Date & Duration of initial visit: From: _____ To: _____
- Level of Clearance required for meeting: _____
- Specific purpose of visit (be specific and try to avoid acronyms):
- _____
- Is a 1yr perm-cert required? _____
- Technical Point of Contact (POC): _____
- Technical POC : Telephone #: _____ Email: _____
- **When submitting this request please include the original invite from the meeting organizer if possible or applicable to avoid delays in processing the request**

RETURN THIS FORM TO THE NIH PERSONNEL SECURITY OFFICE:

ATTN: Personnel Security   EMAIL: orspersonnelsecurity@mail.nih.gov   FAX: 301-480-0108