

**Office of Research Services (ORS)
Office of Defensive Counterintelligence and Personnel Security (ODCPS)**

Division of Personnel Security (DPS)

Summer Student Badging Support

2026

DPS's Mission

The **NIH Division of Personnel Security (DPS)** is a Division of the **Office of Defensive Counterintelligence and Personnel Security (ODCPS)** within the **Office of Research Services (ORS)**.

Under delegated authority from the **U.S. Office of Personnel Management (OPM)**, DPS is responsible for ensuring all NIH employees, contractors, and affiliates are appropriately vetted according to federal standards to ensure they protect the **integrity** and promote the **efficiency** of the NIH mission, service and operations.

DPS responsibilities include prescreening employment applications, verifying personal identity, processing background investigations and continuous vetting, processing HSPD-12 badge requests and conducting suitability adjudications for the NIH workforce to ensure adherence with federal regulations, to include:

- **Title 5, Code of Federal Regulations (CFR), Part 731, Suitability** (a.k.a. 5 CFR 731)
- **Homeland Security Presidential Directive (HSPD)-12** - Policy for a Common Identification Standard for Federal Employees and Contractors
- **FIPS-201-3 Personal Identity Verification (PIV)** of Federal Employees and Contractors



DPS Locations & Contact Information

➤ Visit our [Contact](#) page for **PIV Card Issuance Facility (PCIF) locations, hours of operation, directions/maps** and other helpful information.

- **DPS Main Office:** 9000 Rockville Pike, Building 31, Room 1B03, Bethesda, MD 20892
- **DPS Helpdesk #:** (301)-402-9755
- **Email:**
ORSPersonnelSecurity@mail.nih.gov (for general inquiries)
ORSeApp@mail.nih.gov (for eApp assistance)

➤ PCIF Locations within the DC Metro Area:

- NIH Bethesda Campus, Bldg 31 Rm 1B03 (**Main office, all services**)
- CC/CRC/Bldg 10 (South Lobby) (**Badge Enrollment & Issuance only**)
- NCI, 9601 Medical Center Dr, Rockville, MD (**Badge Enrollment & Issuance only**)
- NIAID, 5601 Fishers Lane, Rockville, MD (**Badge Enrollment & Issuance only**)
- NIA/NIDA/ORF/NHGRI, Bayview Research Center, Baltimore, MD (**Badge Enrollment & Issuance only**)
- NCI, Frederick National Lab for Cancer Research, Frederick, MD (**Badge Enrollment & Issuance only**)

➤ Other PCIF Locations outside of the DC Metro Area:

- NIEHS, Research Triangle Park, NC (**Badge Enrollment & Issuance only**)
- NIAID, Rocky Mountain Labs, Hamilton, MT (**Badge Enrollment & Issuance only**)
- NIDDK, Phoenix Epidemiology Clinical Research Branch, Phoenix, AZ (**Badge Enrollment & Issuance only – Note: for this location only, Badge Enrollment and Badge Issuance appointments cannot be done on the same day**)



Summer Student DPS Processing — Main Points



- Summer Students will receive a short-term **Restricted Local Access (RLA) Badge** (expires September 30th, 2026).
- **Badge Enrollment must be completed at an NIH PCIF Location. Badge Enrollment includes:**
 - Collection of fingerprints (for both the FBI fingerprint criminal history check and biometric integration to badge)
 - Identity Proofing (requires 2 forms of valid, government-issued ID, one must be a photo ID)
 - Photograph Captured
- **Early NED Badge Sponsorship recommended!**
 - This will allow Summer Students time to schedule appointments 6-8 weeks ahead of anticipated Entry-on-Duty (EOD) date.

How to Obtain Your NIH Summer Student Restricted Local Access (RLA) Badge



Instructions for Summer Students

Three Steps to Getting Your Badge



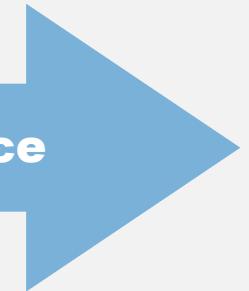
Pre-Enrollment



Badge Enrollment

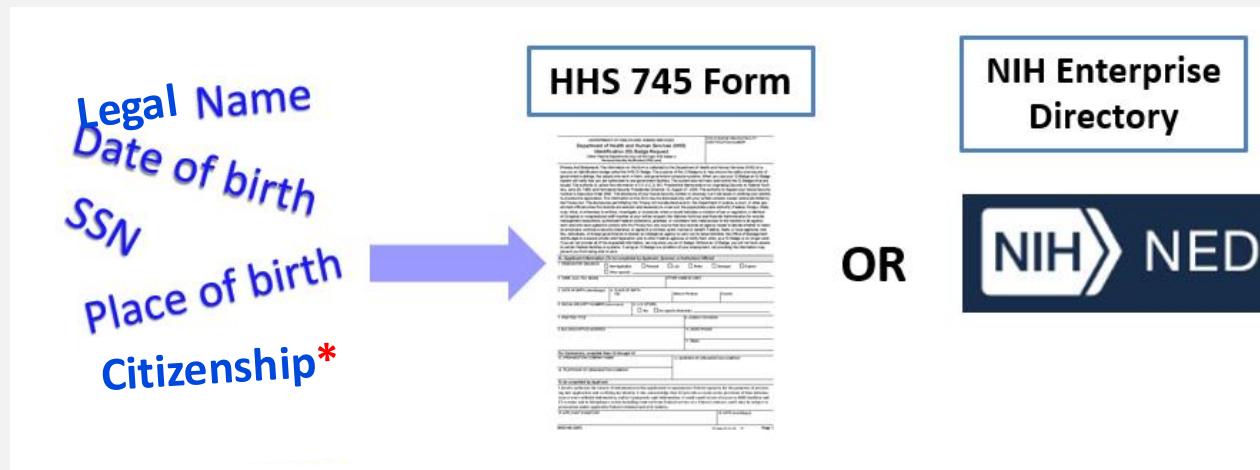


Badge Issuance



Pre-enrollment: What do you have to do?

Provide your Personally Identifiable Information (PII) to your Administrative Officer (AO)



*AO: Please ensure the PII entered in the NED record is accurate before sponsoring the badge request. Legal name, place & date of birth, SSN, citizenship, - must be accurate!

Instructions for Summer Students — Fingerprinting Options

- Summer Students within ~50 miles of an NIH PCIF:
 - Complete **Badge Enrollment** at an **NIH PCIF** first.
 - Wait for Fingerprint results to post (~1-5 business days), then will receive Badge Issuance notice.
 - Badge cannot be issued prior to EOD date listed by the AO in NED.
- Summer Students located >50 miles of an NIH PCIF:
 - Can leverage use of Fieldprint to collect the **fingerprints required** for the criminal history check portion.
 - Saves students who are located >50 miles from an NIH PCIF time by having them complete the **FBI fingerprint check portion in advance** of their Badge Enrollment, at a location closer to them.
 - Students who use Fieldprint are **still required to complete Badge Enrollment** to integrate fingerprints and photograph to their badge and complete identity proofing upon arrival at an NIH PCIF.
 - Students who submit fingerprints in advance via Fieldprint may also be able to schedule their Badge Issuance appointment (on or after EOD) after completing Badge Enrollment (usually on the same day), versus waiting several days for fingerprint results to post.
 - Remote Students who are interested in using this service should contact ORSFingerprintService@mail.nih.gov with the subject line: “2026 Summer Student Request”.



What do you have to do?

STEP 1

- Wait for the NED email authorizing Badge Enrollment.
- Students that are located more than 50 miles away of an NIH PCIF and cannot immediately travel to an NIH PCIF for Enrollment before Entry-On-Duty (EOD or start date) can utilize Fieldprint: Do both Steps 2A and 2B.
- Students within ~50 miles of an NIH PCIF: Skip to Step 2B.

STEP 2A

- Contact ORSfingerprintservice@mail.nih.gov: Provide your full name, zip code, and NIH ID #.
- DPS will send instructions for your Fieldprint appointment at a location near you.
- Bring **two forms** of government-issued IDs (one must be a photo ID).
- After Fieldprint, don't forget to still schedule your NIH Badge Enrollment Appointment. **NOTE: You may be able to schedule both your Badge Enrollment & Badge Issuance appointments on your start date/EOD if you successfully complete Fieldprint in advance and are authorized for both Badge Enrollment & Badge Issuance by DPS!**



Fingerprints Only

STEP 2B

- Schedule a Badge Enrollment appointment at an [NIH PCIF](#). You may use the appointment scheduler link in the email to select the desired location, date, and time, or contact the DPS helpdesk for scheduling assistance:
➤301-402-9755 or ORSPersonnelSecurity@mail.nih.gov
- Visit the [NIH Security Website](#) to learn more about VisitNIH/Visitor Access Management Initiative (VAMI) as non-U.S. person fellows prepare to visit campus for their appointments.



Biometrics



Photograph



Identity Proofing

STEP 3

- Bring **two forms** of government-issued IDs to the appointment (one must be a photo ID).
- Bring your DPS appointment confirmation and VisitNIH/VAMI approval to NIH Campus Security Screening when entering campus.

Acceptable Identification Documents for Badge Enrollment



- Two forms of valid, unexpired REAL-ID compliant government-issued ID. One ID must contain a photograph.
 - Examples: Social Security Card, REAL-ID Drivers License, Birth Certificate, Passport, etc.
- Visit DPS's [website](#) to see a list of Acceptable Identification Documents.
- **Did not bring the right IDs?**
 - DPS will help you reschedule your appointment.



What do you have to do?

Step 1

- Wait for the email authorizing Badge Issuance.
- The NIH RLA badge cannot be issued until the official start date/Entry-On-Duty (EOD) date.

Step 2

- Schedule a Badge Issuance appointment at an [NIH PCIF](#). You may use the appointment scheduler link in the email to select the desired location, date, and time, or contact the DPS helpdesk for scheduling assistance:
 - 301-402-9755 or ORSPersonnelSecurity@mail.nih.gov
- Visit the [NIH Security Website](#) to learn more about VisitNIH/Visitor Access Management Initiative (VAMI) as non-U.S. person fellows prepare to visit campus for their appointments.

Step 3

- Bring one form of government-issued photo ID to the appointment.
- Select a PIN (6-8 numerical digits) for your badge.



DPS Locations & Contact Info



<http://www.idbadge.nih.gov>



Building 31, Room 1B03



ORSPersonnelSecurity@mail.nih.gov

(for general inquiries)

ORSeApp@mail.nih.gov

(for eApp assistance)



(301) 402-9755

(301) 480-0108 (Fax)

Questions?

