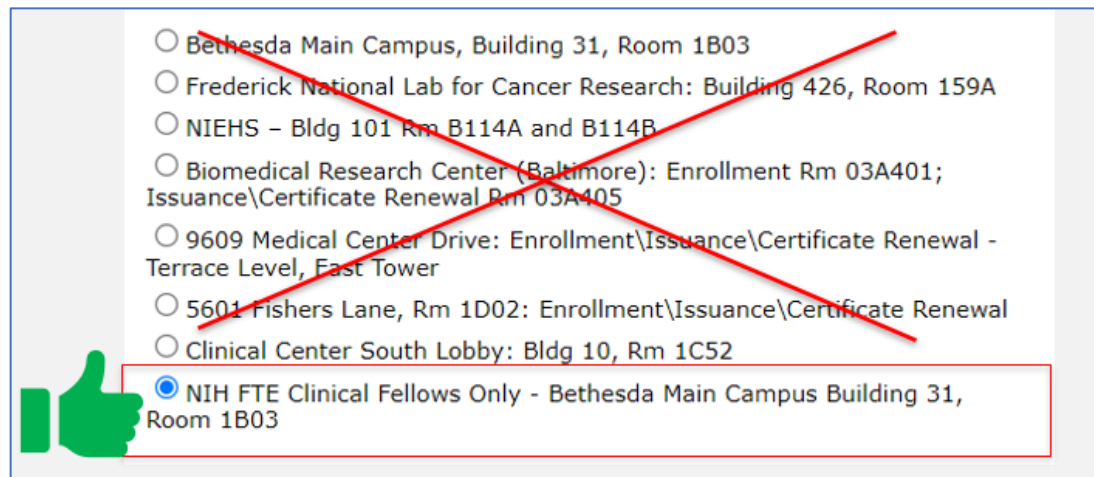


National Institutes of Health (NIH)
Division of Personnel Security and Access Control (DPSAC)
Clinical Fellow Orientation Appointment Information (2022)

Please review the following DPSAC Appointment instructions:

- DPSAC does **not** accept walk-ins. To schedule your appointment, see the following options:
 - Use the scheduling link sent to you in the appointment notification email (please see note below regarding which options to choose)
 - Call the DPSAC office at 301- 402-9755 (please identify yourself as a Clinical Fellow)
- On **July 1st, 2022**, the **DPSAC Main Office at Building 31** will **only** service Clinical Fellow appointments:
 - Clinicals Fellows who EOD on July 1st , and plan to schedule an appointment at DPSAC's Main Office/Building 31, please use the **Clinical Fellow** option within DPSACs appointment calendar:



- Clinical Fellows who do not EOD on July 1st, or wish to schedule at another location, please do not use the Clinical Fellow option within the DPSAC Appointment Calendar
- Please arrive **on-time** for your appointment:
 - Ensure you plan ahead and allot additional time to complete the security screening at the NIH Visitors Center upon your arrival to Campus.
 - If you are unable to make your scheduled appointment time or will be greater than 10 minutes late, please contact our office at 301-402-9755 or email orspersonnelsecurity@mail.nih.gov.

You must bring the following to your Appointment:

- **Two (2)** forms of **valid, unexpired, government-issued identification**, one of which contains a **photo**.

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- Your identifying information on both forms of ID must **match exactly**, no exceptions (i.e. first name, middle name and last name, date of birth, etc.).
- Please visit the [FIPS 201-3 PDF](#) to view a complete list of approved identification documents to bring to your appointment.
- **Please remember to bring a print-out of your appointment confirmation with you as it will be required at security screening.**
- The DPSAC Main Office is located at 9000 Rockville Pike Building 31 Room 1B03 (1st floor, B-Wing – not in the basement). For more information on our locations and to see a campus map, please visit our [Contact page](#).
 - You may find a campus map and the schedule of the Red Line Campus Shuttle service that travels to Building 31 (where the DPSAC office is located) [here](#).

Be sure to browse the "Applicant/Employee" tab on our DPSAC website for more information on our DPSAC Process Overview and Fingerprint Services.

Thank you,
NIH DPSAC Personnel Security Office
31 Center Drive Room 1B03 (1st floor, B-Wing) (Not B1, which is the basement level)
Personnel Security Help Desk: (301) 402-9755
Fax: (301) 480-0108
E-mail: ORSPersonnelSecurity@mail.nih.gov