

TEMPORARY IDENTIFICATION BADGE REQUEST

TO CODE 1224	FROM CODE	DATE	NEW RENEWAL	LOCATION NRL/SSC	NRL/DC NRL/MRY	CBD OTHER	PAX RIVER
OOH BADGE NO. *		ISSUE DATE *		EXPIRATION DATE *		TITLE (<i>Dr., Mr., Ms., Etc.</i>)	
SOCIAL SECURITY NO.		FIRST NAME		MI	LAST NAME		
CITIZENSHIP		WORK PHONE	LOCATION (<i>Org. Code</i>)	SITE	BLDG/ROOM	PLACE OF BIRTH (<i>City/State/Country</i>)	
DATE OF BIRTH		DATE & COURT OF NATURALIZATION AND CERTIFICATE NO.				IMMIGRANT ALIEN REGISTRATION NO.	
AFFILIATION		CONTRACT NO./EXPIRATION DATE		CLASSIFIED CONTRACT YES NO		OUT-OF-HOURS PERMIT JUST. ATTACHED YES, (Requires clearance on file) NO	
BADGE JUSTIFICATION/WORK TO BE PERFORMED							
BLDGS AND RM NOS. FOR OOH				FREQUENCY OF ENTRY (<i>Requires 3 days or more</i>)			
MOU/MOA NO.				JOB ORDER NO./WORK REQUEST NO.			
NRL BADGE DOES NOT AUTHORIZE DISCLOSURE OF CLASSIFIED OR EXPORT CONTROLLED INFORMATION							
I ASSUME FULL RESPONSIBILITY FOR THE VISITOR. THE VISITOR WILL BE APPRISED OF NRL SECURITY REGULATIONS AND ALL OTHER REGULATIONS THAT APPLY. I WILL REQUIRE THAT THE BADGE BE RETURNED TO NRL SECURITY WHEN IT EXPIRES OR IS NO LONGER REQUIRED.							
EMPLOYEE RESPONSIBLE FOR VISITOR (<i>Typed name and signature</i>)				CODE	PHONE NUMBER	DATE	
DIVISION SUPERINTENDENT/OFFICE HEAD (<i>Typed name and signature</i>)				CODE	PHONE NUMBER	DATE	

I HAVE VERIFIED THE INFORMATION PROVIDED ON THIS APPLICATION AND CERTIFY IT TO BE CORRECT. I WILL RETURN TO THE NAVAL RESEARCH LABORATORY THE TEMPORARY BADGE, OOH BADGE, AND TEMPORARY VEHICLE PASS WHEN THEY EXPIRE OR ARE NO LONGER REQUIRED, OR WHEN RECALLED. I AGREE TO COMPLY WITH ALL APPLICABLE NRL DIRECTIVES. I UNDERSTAND UNAUTHORIZED USE OF NRL IDENTIFICATION MATERIAL MAY SUBJECT ME TO PROSECUTION UNDER TITLE 18, U.S. CODE, SECTIONS 499 & 701.

VISITOR'S SIGNATURE

DATE

HOME ADDRESS

HOME PHONE

In event of emergency, notify:

NOTE: VISITOR MUST REPORT TO SECURITY WITHIN 2 WEEKS AFTER RECEIPT OF REQUEST OR THIS REQUEST WILL BE CANCELED AND RETURNED TO THE DIVISION. HAND CARRIED REQUEST WILL NOT BE HONORED.

PRIVACY ACT STATEMENT

1. AUTHORITY: 5 U.S.C. 301: Departmental Regulations.
2. PRINCIPAL PURPOSE OR PURPOSES: Provides a means of visually establishing authorization for movement within the Naval Research Laboratory. Information is needed to prepare identification badges and passes for visitors and employees.
3. ROUTINE USES: Identification purpose for entry to Laboratory property.
4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFO: Applicants are not required to provide this information; however, if the information submitted is inadequate or incomplete, approval for your request may be delayed.