**Three methods of obtaining a badge to access the NIH Bethesda Campus**

- The Contractor shall provide information about all Contractor and subcontractor personnel and others who require continuing access to the site before access is required and when access ceases.

- No interviews of prospective Contractor employees shall be conducted within the project site or NIH property. The Contractor and subcontractors will be required to maintain a field office, outside the project site or NIH property, for all public contacts. Applicants for employment and other persons not entitled to access to the project site shall be required to contact the Contractor or subcontractor at these offices.

- Listings of Contractors requiring a physical presence on the NIH Campus will be maintained by the contractor. There are three methods of obtaining badges to access the NIH Bethesda Campus.

**Method 1 – Daily Visitor Badge**

Method 1 is a **Daily Visitor Badge** obtained through the NIH Gateway Center. Specific details can be found at [*Visitor Information | National Institutes of Health (NIH)*](https://www.nih.gov/about-nih/visitor-information).

**Method 2 – Extended Visitor Badge**

Method 2 is a one-time only **Extended Visitor Badge (EVB)** for up to 6 months. If an EVB is issued it cannot be renewed. Consult with the COR/PO for specific details on applicability and process for application.

**Method 3 – PIV Badge**

Method 3 is a **Personal Identity Verification (PIV) Badge** for Contractor personnel that are anticipated to be on Campus more than 6 months. All PIV requests must be pre-approved by the Contractor and the Project Officer (PO). The requesting Contractor will submit for a PIV badge using the current HHS ID Badge Request HHS-745 and addendum forms. Submissions will follow the process outlined by the Division of Personnel Security and access Control (DPSAC). See [*DPSAC Process Overview (nih.gov)*](https://ors.od.nih.gov/ser/dpsac/administrators/DPSAC-process-overview/Pages/default.aspx). The submission of all badge applications must be encrypted safeguarding Personally Identifiable Information (PII). The NIH App, Secure Email File Transfer (SEFT), assists with transference of documents securely (<https://secureemail.nih.gov/bds/Login.do>).

**Contractors are strongly encouraged to designate a Badging coordinator that can work with the PO’s badging coordinator to move requests through the process.**