



Advance Accompanied Visitor Pass (AAVP) Request Form

First Name

Middle Name

Last Name

Date of Birth

Place of Birth

Citizenship

Gender

Visit Start Date

Days of Visitation

Place of Visitation

Reason for Visit

Notice to Visitor of Background Screening

For NIH security purposes, your name (the visitor) will be checked against the National Crime Information Center and/or other databases prior to the issuance of a Special Guest affiliate ID card. This may result in the information known regarding prior arrests, outstanding warrants, criminal convictions or inclusion on the FBI watch list which may result not only in the denial of an ID, but possible legal action and/or arrest, if warranted.

You MUST select one of the items below in order to continue:

I have read the above to my visitor and he/she agrees to the personnel security check

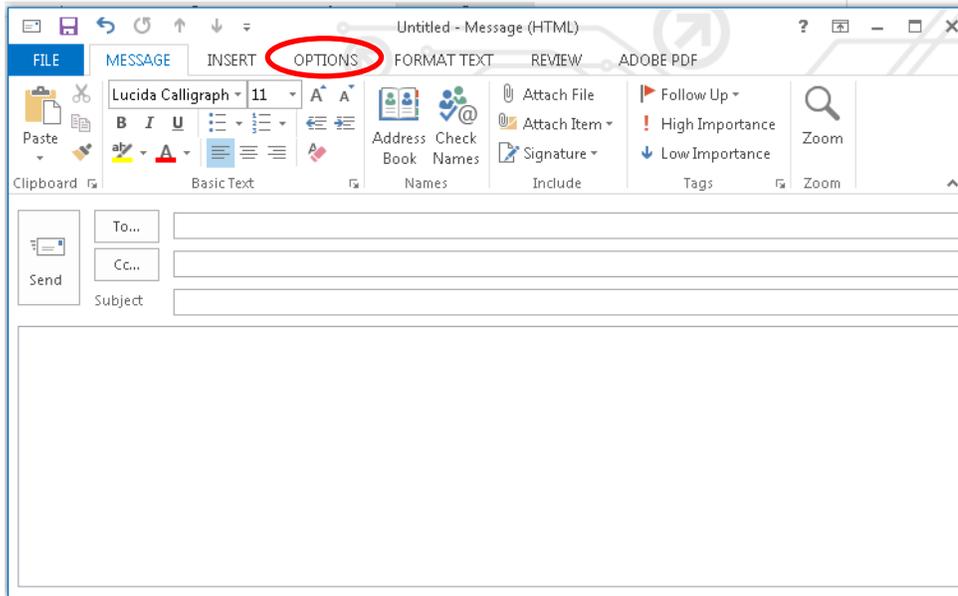
My visitor is currently next to me and has read the above and agrees to the personnel security check

This visitor request contains Personally Identifiable Information (PII) and must be sent via encrypted e-mail. After you select the "Submit" button, your submission will create an e-mail with the request attached. Before sending the e-mail, to protect the PII, please follow the directions below to send your e-mail with encryption. Any visitor requests submitted without encryption will not be opened.

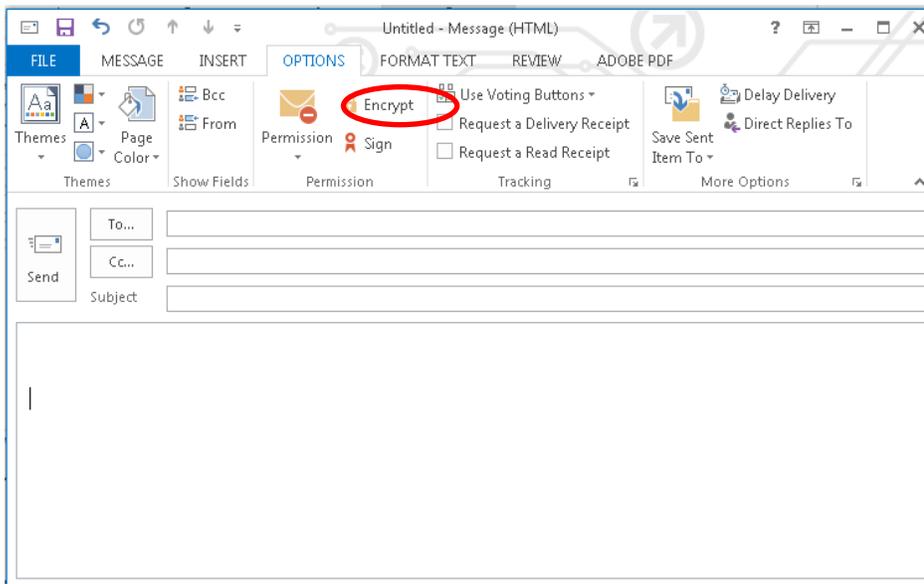


HOW TO ENCRYPT AN EMAIL IN OUTLOOK

1. Make sure the email you are sending is open, filled out, and all attachments have been added.
2. Select the **Options** ribbon.



3. From the **Permission** group, click **Encrypt**.



4. Click **Send** to send the message.

Note: If your certifications (certs) on your ID have not been published you may not be able to send an encrypted email. If you need to publish them please click on this link for instructions: https://ocio.nih.gov/Smartcard/Documents/FINALHow_To_Publish_Certs.pdf