

PRE-CLEARED VISITOR PROGRAM (PCVP) INSTRUCTIONS

The NIH is transitioning from an old visitor badging system to a new visitor badging system. During this transition period, the NIH Police will use a temporary system to process pre-cleared visitor requests.

- 1) The NIH Police will handle submissions for the Pre-Cleared Visitor Program (PCVP) using the form below. This form can only be submitted using encrypted email, until the new module for the visitor badging system is stood up.
- 2) **All submissions must be sent via encrypted email** to NIHPoliceSpecialEvents@mail.nih.gov or FAX: 301-451-8488 – Attention Guard Force Operations Branch, in order to protect Personally Identifiable Information (PII) of NIH visitors. Any submissions not sent via encrypted email or faxed will not be opened or processed.
- 3) Only authorized users designated by their ICs are permitted to submit an Advanced Visitor Pass (AVP) or a Special Guest Pass (SGP). Please do not attempt to submit an AVP or SGP unless you are certain you have been designated and approved to submit these requests. Anyone submitting the form who has not been designated will have their request rejected, slowing down the process or denying your visitor getting pre-cleared.
- 4) In order to be able to fill out the form properly please:
 - a. Download or save the PCVP Form from your browser to your computer or network drive. (If you try and fill the out the form in your browser it may not save the information properly.)
 - b. Open the PCVP Form by clicking on the location of the downloaded or saved file, opening it with your PDF reader, such as Adobe Reader or Acrobat.
 - c. Fill out the form.
 - d. Save the completed form and send via instructions in section 2 above.



PRE-CLEARED VISITOR PROGRAM (PCVP)

This program is designed to help employees facilitate easier campus access for their guests. Two or more business days before the guest's arrival, a sponsor can fill out the appropriate request with the guest's information. The information is then forwarded to the NIH Police, who will review the request and provide the appropriate pass if everything is in order.

Select the Appropriate Pass by Checking the Box

<input type="checkbox"/> Advanced Accompanied Visitor Pass (AAVP) This is the <u>most common pass</u> . It allows NIH employees (FTEs only) to request a pass for their accompanied visitor(s) to the NIH main campus. Requester must accompany visitor when entering campus.	<input type="checkbox"/> Advanced Visitor Pass (AVP) AVP allows <u>designated NIH officials only</u> to expedite security screenings in advance of the guest's arrival. If you are not a designated official, please do not attempt to use this process.	<input type="checkbox"/> Special Guest Pass (SGP) SGP allows <u>designated senior NIH officials only</u> to expedite security screenings and request a police escort. If you are not a designated official, please do not attempt to use this process.
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Visitor Information

**Required*

Visitor Email:

Visitor First Name*:

Visitor Middle Name:

Visitor Last Name*:

Visitor Citizenship*:

Visitor Date of Birth*:

Visitor Gender*:

Start Date*:

End Date*:

Building*:

Room Number:

Sponsor Name*:

Sponsor Email*:

Reason for Visit*:

Notice: 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 pass from the Pre-Cleared Visitor Program. 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 denial of an ID, but possible legal action and/or arrest, if warranted.

Check one of the following boxes:

- 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.

The completed document should be sent via **ENCRYPTED** email to NIHPoliceSpecialEvents@mail.nih.gov to protect the Personally Identifiable Information (PII) captured on this form. Any questions call 301-496-0422.