

# Federal Visitor Kiosks

## Information Pamphlet

Use the Federal visitor kiosks to register when you arrive to the U.S. Nuclear Regulatory Commission (NRC).

You must be registered to access the NRC buildings, which include the One White Flint North (OWFN), Two White Flint North (TWFN), and Three White Flint North (3WFN) buildings. As a Federal visitor, you may register with your PIV card using one of the two Federal visitor kiosks.

Benefits of using the kiosks:

- avoid the need to pre-register (see exceptions below)
- bypass visitor security screening

The agency has two kiosks available for Federal visitors. One stands in the lobby of the OWFN building; the other sits in the lobby of the 3WFN building.

The kiosks are open from 6:00 a.m. to 6:00 p.m., Monday through Friday, except Federal holidays.

Once registered on a kiosk, you will have free access to the White Flint Complex common spaces from 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding Federal holidays. Common spaces are the lobbies of the OWFN, TWFN, and 3WFN buildings, cafeterias in OWFN and TWFN, snack shops in TWFN and 3WFN, NRC clothing store, public document room, and credit union. Only if escorted, can you enter other spaces.

While in any NRC space—common or other—you must wear your PIV card in plain view, visible from the front, above waist level.

You must be pre-registered to park within the White Flint complex; however, you can use the kiosks when entering the lobbies of OWFN and 3WFN buildings to bypass the visitor screening.

If you expect to engage in classified or safeguards discussions, or have access to classified information or systems, you must be pre-registered; however, you can still use the kiosks to bypass the visitor screening.

### Registration Directions

Follows the steps below to register with your PIV card using the kiosk.

1. Insert your PIV card into the card reader on the kiosk. The card must be face up with the base of the card (showing the circuitry) inwards.

The kiosk enables the Enroll button.



## Federal Visitor Registration Kiosk



Insert your PIV or CAC Card and Touch Enroll to Begin

**Note: Do not remove your PIV/CAC Card until enrollment is complete.**

2. Press the **Enroll** button using the touchscreen.

The kiosk prompts you for your PIN number. Note the scrambled keypad. This is to make it difficult for somebody to see your PIN number as you enter it.



Enter your PIV/CAC Card PIN

3. Enter your PIN number.

The kiosk verifies the PIV card and PIN number. It then directs you to place your finger on the fingerprint scanner.



Place your right index finger flat on the biometric reader for verification. Hold finger in place until light flashes.



4. Place your right-hand index finger flat on the fingerprint scanner.

The kiosk scans your fingerprint. A light on the scanner shows it successfully scanned the fingerprint. The kiosk then asks you if you carry a portable computer.



Do you have a portable computer?

YES

NO

5. Answer whether you carry a portable computer.  
The kiosk asks you if you are armed.



Are you armed?

YES

NO

6. Answer whether you are armed.  
The kiosk registers your PIV card. It then prompts you to take your card and tells you where you have access and when your access expires.

✔ Self Enrollment is Complete  
Please remove your card

Access Provided: Building **White Flint Complex**  
turnstiles and common areas.

Your access will expire on 06/13/2017 6:00:00 PM

You have access.

If you said you are armed, the kiosk directs you to the guards' desk to register your firearm.

✔ Self Enrollment is Complete  
Please proceed to the Guard Desk  
for registration of your firearm.

Access Provided: Building **White Flint Complex**  
turnstiles and common areas.

Your access will expire on 06/14/2017 6:00:00 PM

You are required to wear and visibly display your badge. As a visitor, you must have an escort while within NRC non-common space.

Additionally, you must not engage in classified or safeguards discussions, or access classified information or systems, until the Personnel Security Branch has verified your clearance. A separate visitor badge will show your verified clearance level. Classified or safeguards discussions conversations must only occur in DFS-approved areas.