

<b>NRC FORM 237</b> (MM-YYYY) NRCMD 12.3	<b>U.S. NUCLEAR REGULATORY COMMISSION</b>	<b>APPROVED BY OMB: NO. 3150-0050</b>	<b>EXPIRES: MM/DD/YYYY</b>
<h2 style="margin: 0;">REQUEST FOR ACCESS AUTHORIZATION</h2>		Estimated burden per response to comply with this mandatory information collection request: 12 minutes. This submittal is used by NRC to determine the validity of the requirements for access. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to <a href="mailto:infocollects@nrc.gov">infocollects@nrc.gov</a> , and to the Desk Officer, Office of Information and Regulatory Affairs, NEOF-10202, (3150-0050), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.	
<b>INSTRUCTIONS:</b> Submit original only. Detailed instructions on the reverse.			1. DATE
2. TO: CHIEF PERSONNEL SECURITY BRANCH DIVISION OF FACILITIES AND SECURITY OFFICE OF ADMINISTRATION U.S. NUCLEAR REGULATORY COMMISSION WASHINGTON, DC 20555-0001		3. FROM: <i>(Name and abbreviated organization)</i>	
		4. SIGNATURE	
5. REQUEST THE BELOW NAMED APPLICANT(S), U.S. CITIZEN(S), BE PROCESSED FOR AN NRC ACCESS AUTHORIZATION AS INDICATED:		<input type="checkbox"/> "Q" <input type="checkbox"/> "U" <input type="checkbox"/> "L" <input type="checkbox"/> "R"	
6. NAME OF APPLICANT <i>(Last, First, Middle)</i> or <input type="checkbox"/> SEE ATTACHED LIST OF APPLICANTS		7. SOCIAL SECURITY NUMBER	
8. REMARKS			
9. NRC SPONSORING OFFICE OR DIVISION <i>(See instructions)</i>		10. CONTRACT NUMBER OR NAME OF LICENSEE	
11. ENCLOSURES  <input type="checkbox"/> SF 86, QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (Part 1) <input type="checkbox"/> SF 86, QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (Part 2). (Sealed in NRC Form E-1, Envelope for Part 2, SF 86). <input type="checkbox"/> FD 258, FINGERPRINT CARDS <i>(Two copies)</i> <input type="checkbox"/> NRC FORM 176(A), SECURITY ACKNOWLEDGMENT <i>(For "Q" and "L" Requests)</i> <input type="checkbox"/> NRC FORM 176(B), SPECIAL NUCLEAR MATERIAL ACCESS AUTHORIZATION ACKNOWLEDGMENT <i>(For "U" and "R" Requests)</i> . <input type="checkbox"/> OTHER <i>(Specify)</i>		<b>12. APPROVAL BY NRC SPONSORING OFFICIAL</b> <hr/> A. NAME AND TITLE <i>(Division Director or higher)</i> <hr/> B. SIGNATURE <hr/> C. DATE	

## **INSTRUCTIONS**

### **A. PURPOSE OF FORM:**

This form is to be used for requesting NRC access authorizations for employees of NRC contractors, subcontractors, licensee employees, employees of other government agencies, or other individuals who are not applicants for employment with NRC. Use of this form is required by NRC Management Directive 12.3 for NRC contractors and 10 CFR Parts 11 and 25 for NRC licensees.

### **B. MULTIPLE REQUESTS:**

A single NRC Form 237 may be used to request access authorizations for several individuals who all require the same type of access authorization (e.g., all "Qs" or all "Rs"). The individuals and their social security numbers may be listed in the remarks section or on a roster appended to the NRC Form 237.

### **C. WHO PREPARES THE FORM:**

The agency or firm employing the individual(s) normally prepares this form (except in the case of a subcontractor, in which case the prime contractor will prepare this form). The NRC sponsoring office or division may prepare this form in the interest of expediency.

### **D. APPROVALS REQUIRED:**

Item 4 must be signed by the agency or firm security officer (or other authorized official). If this request is in connection with an NRC contract, or anticipated contract (e.g. basic ordering agreement), or for access authorization for licensee personnel or licensee contractor or agents, Items 9 and 10 must be completed and the request must be approved in Item 12. An NRC sponsoring office is not required for employees of other government agencies or other personnel who are not applicants for NRC employment.

### **E. SUBMITTING THE REQUEST:**

All requests may be submitted to the address in Item 2; however, when approval in Item 12 is required, it will avoid delay in processing if this request is submitted through the approving NRC official. Security forms completed by the applicant(s) are to be firmly attached to this form. (For certification of an existing security clearance or federal access authorization, NRC licensee related activities should consult 10 CFR Parts 11 or 25, as appropriate, for requested forms and related procedures and fees.)

### **F. PRIOR INVESTIGATIONS AND SECURITY CLEARANCES:**

To assist in the processing of this request, please list in Item 8 or attached roster:

1. Any prior investigations on the applicant(s). Give date, type (i.e., background investigation or national agency checks), and investigating agency; and
2. Any current or prior security clearances (i.e., access authorizations) held by the applicant(s) with NRC or any other agency. Give dates held, level (i.e., Top Secret, Secret, Confidential, "Q," "L," "U," or "R"), and agency granting clearance.