

**Request for NRC Contractor BUILDING ACCESS Authorization**

REVISED 03/19/12

**Instructions (TO BE COMPLETED BY PROJECT OFFICER):**

- When requesting NRC building access authorization for a contractor employee, the NRC Project Officer (PO) will determine if the individual has a current/prior investigation or clearance granted. If the applicant **HAS** a prior investigation or clearance, the PO will complete Part A through B, sign and date. Deliver this form and the NRC Form 89 - Badge Request to the Personnel Security Branch (PSB).
- If the contractor employee has **NOT** had a prior investigation or clearance, the PO will complete Part A through C, sign and date. Deliver this form and the NRC Form 89 - Badge Request to PSB. The PO should forward the remaining information to the applicant (items 7 - 9 under Part C). PSB will initiate applicant into the Electronic Questionnaires for Investigations Processing (e-QIP) system and notify the PO. PSB will then notify the applicant to access the e-QIP system, via the internet, to complete the Questionnaire for Non-Sensitive Positions - Standard Form 85 (SF-85). Once completed, the applicant is responsible for submitting all forms directly to PSB. **The applicant will not be processed until all information is received.**
- Forms will be submitted to PSB, the 5<sup>th</sup> floor of Twinbrook (C corridor) or mail to PSB, Mail Stop TWB-5B32M.

**PART A - APPLICANTS CLEARANCE/INVESTIGATION STATUS**

- Has a background investigation been conducted within the last 5 years?  No  Yes ⇨
- Has the applicant been granted a Security clearance by another agency?  No  Yes ⇨

Investigation Type: _____
Clearance Level: _____
Date Granted: _____
Agency/Branch: _____

**PART B - APPLICANT INFORMATION (Type or Print Legibly)**

- NAME: \_\_\_\_\_  

Last	First	Middle	Suffix
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- SSN: \_\_\_\_\_ 3. DATE OF BIRTH: \_\_\_\_\_
- PLACE OF BIRTH: \_\_\_\_\_  

City	State	Country (if not the United States)
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- CURRENT ADDRESS: \_\_\_\_\_
- DAYTIME TELEPHONE #: \_\_\_\_\_ 7. E-MAIL: \_\_\_\_\_

**PART C - REQUIRED DOCUMENTS**

The PO is responsible for forwarding the remaining information (items 7 - 9) to the applicant. The applicant is responsible for completing and submitting ALL forms listed below directly to PSB. The applicant will not be processed until all information is received.

- Fair Credit Reporting Act of 1970(Release), as amended;
- OF 306-Declaration for Federal Employment;
- FD 258 - Finger Print Cards (Two);
- Signature Pages of SF-85:
  - Certification That All Answers Are True
  - Authorization for Release of Information
  - Authorization for Release of Medical Information (if applicable)

Printed Name: \_\_\_\_\_  

Project Officer	Phone	Date
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Signature: \_\_\_\_\_  

Project Officer (Sign in Ink)	Name of Contract
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**PRIVACY ACT STATEMENT**  
**NRC FORM 850A**  
**Request for NRC Contractor Building Access Authorization**

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 850A. This information is maintained in a system of records designated as NRC-39, described at 77 *Federal Register* 67231 (November 8, 2012), or the most recent *Federal Register* publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is located in NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 42 U.S.C. 2011 *et seq.*; 42 U.S.C. 2165, 2201(i), 2201a, and 2284; 42 U.S.C. 5801 *et seq.*; Executive Order (E.O.) 9397, as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 12958, amended by E.O. 13256; E.O. 13467; E.O. 13526; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR 731, 732, and authorities cited therein.
2. **PRINCIPAL PURPOSE(S):** To obtain necessary building access authorization for NRC contractors, subcontractors, or other individuals who are not applicants for employment with NRC.
3. **ROUTINE USE(S):** Information in these records may be used by the Division of Facilities and Security and on a need-to-know basis by appropriate NRC officials, Hearing Examiners, Personnel Security Review Panel members, Office of Personnel Management, Central Intelligence Agency, and other Federal agencies: a. To determine clearance or access authorization eligibility; b. To determine eligibility for access to NRC buildings or access to Federal automated information systems or data; c. To certify clearance or access authorization; d. To maintain the NRC personnel security program; e. To provide licensees information needed for unescorted access or access to safeguard information determinations; and f. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosing this information is voluntary; however, not providing the requested information your access authorization or clearance request cannot be processed.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.