

INSTRUCTIONS

NATIONAL CRIME INFORMATION CENTER (NCIC) BACKGROUND INQUIRY

A National Crime Information Center (NCIC) background inquiry with fingerprints is used to establish that individuals are eligible for accessing NASA facilities, systems and receive a One NASA Badge. Use the form to begin the NCIC background inquiry process. Agreeing to an NCIC background inquiry is voluntary. However failure to provide the information may result in denying you access to NASA facilities and systems.

A One NASA Badge will be provided 3 days after submission of your NCIC inquiry unless there are unfavorable results. During the process, you will receive a JPL Temporary Pass that will grant you unescorted access on lab. Until Personnel Security is informed that your NCIC results are positive your One NASA Badge will only be programmed for general lab access. If you require access through a MEI facility you must contact your direct supervisor. If Personnel Security is subsequently notified by NASA that your NCIC results are negative, the One NASA badge previously provided to you will be revoked and your lab access terminated.

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| 2. REQUEST TYPE: <input type="checkbox"/> BADGE <input type="checkbox"/> REMOTE* <input type="checkbox"/> NEW HIRE <input type="checkbox"/> ONE NASA <input type="checkbox"/> AFFILIATE <input type="checkbox"/> PIV II <input type="checkbox"/> RENEWAL/ REHIRE <input type="checkbox"/> CONVERSION | | 3. SPECIAL TYPE: <input type="checkbox"/> EMERGENCY RESPONSE <input type="checkbox"/> SAFETY <input type="checkbox"/> RETIREE <input type="checkbox"/> SECURITY | 4. EMPLOYEE NO. |
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5. TO BE COMPLETED BY EMPLOYEE, AFFILIATE OR SUBCONTRACTOR

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|--|--|--|---|
| LEGAL NAME (LAST, FIRST, M.I.) | | PRIMARY TELEPHONE | |
| HOME ADDRESS | CITY | STATE | ZIP CODE |
| SOCIAL SECURITY NO. If US Citizen, SS# is required | | DATE OF BIRTH | |
| PLACE OF BIRTH (City & State) | GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE | ETHNICITY <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> LATINO <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER | LIST ALL COUNTRIES OF CITIZENSHIP |
| NATURALIZATION NO. (if applicable) | | PLACE/DATE OF NATURALIZATION (if applicable) | |
| ALIEN REGISTRATION NO. OR VISA TYPE (if applicable) | | | |

6. TO BE COMPLETED BY HUMAN RESOURCES OR HOST SPONSOR

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| COMPANY NAME Caltech or Oak Ridge Associated Universities | | CONTRACT NO. (if applicable) Leave Blank |
| ORG. NO. Org # | BADGE EXPIRATION DATE (if applicable) Leave Blank | REQUESTER NAME (if applicable) Advisor's Name |
| POSITION TITLE (See Offer Letter) Position Title is either: Caltech Postdoctoral Scholar or NASA Postdoctoral Fellow | | |