

**To:** Ex. 6 - Personal Privacy  
**Cc:** Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Goldring, Sharquita[Goldring.Sharquita@epa.gov]; Bellerose, William[Bellerose.William@epa.gov]; Myers, Kevin[Myers.Kevin@epa.gov]; Jackson, Ryan[jackson.ryan@epa.gov]; Myers, Kevin[Myers.Kevin@epa.gov]  
**From:** personnel\_security@epa.gov  
**Sent:** Fri 6/23/2017 4:01:22 PM  
**Subject:** Action Required: Report for Fingerprinting

Dear Henry Darwin:

The EPA requires that you be fingerprinted as a condition of employment. The Personnel Security Branch has been asked to initiate a background investigation for you. Before we can do this, you must be fingerprinted.

**It's important that you visit an EPA badge office as soon as possible.** It usually takes between 3 and 5 business days to receive fingerprint results. The EPA may need to receive favorable fingerprint results before you can move forward in the security process.

The EPA has badge offices nationwide. You can visit any badge office to be fingerprinted. Please find a convenient location on the list of [EPA Badge Office Locations](#). If you need to schedule an appointment, or if you have questions about badge office locations or hours of operation, please call your area badge office at the listed number.

**Please bring a copy of this email with you.**

Before your new badge can be issued, you must go through the federally mandated ID proofing and enrollment process, which takes 10 to 15 minutes. At your appointment, we will:

- Ask to see two forms of identification. At least one must be a valid, original, unexpired state or federal government-issued photo ID, such as a driver's license or passport. For acceptable IDs, please refer to the "[Acceptable Identity Source Documents](#)" page.
- Scan and verify your two forms of identification.
- Collect a set of fingerprints. Your fingerprints will be used to check criminal history records of the Federal Bureau of Investigation (FBI). Please Note: Procedures for obtaining changes, corrections or updates to an FBI identification record are set forth in Title 28, CFR, 16.34.
- Take a photograph.

**It's important that you visit an EPA badge office as soon as possible.** It usually takes between 3 and 5 business days to receive fingerprint results. The EPA may need to receive favorable fingerprint results before you can move forward in the security process.

Your prompt attention is appreciated.

Sincerely,

The EPA Personnel Security Branch

