

Dear HENRY R DARWIN:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). To keep the appointment process moving ahead, you must **report to an EPA badge office immediately or as soon as possible** to be fingerprinted and enrolled for an EPA badge. Your offer of employment is pending this action. Timeliness is essential because the EPA must receive favorable fingerprint results before you can be assigned a date to begin work. **Any delay in reporting to the badge office will affect your start date and jeopardize your ability to occupy the position.**

Homeland Security Presidential Directive 12 (HSPD-12) requires that all eligible personnel working for or on behalf of the federal government be issued a smart card identification badge, which at the EPA is called an EPA Personnel Access and Security System (EPASS) badge. An EPASS badge has been requested on your behalf.

Before the badge can be created for you, you must go through the federally mandated ID proofing and enrollment process, which takes 10 to 15 minutes. At the badge office, 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 your fingerprints, which 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.

Remember, you cannot be assigned a start date until you have reported to an EPA badge office to be fingerprinted, and the EPA has received favorable fingerprint results.

The EPA has badge offices nationwide. You can visit any badge office to be fingerprinted. If the badge office recommended in this email is not near you,

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 visit an EPA badge office. In Washington D.C., go to the **William Jefferson Clinton Federal Building-East** (1201 Constitution Avenue NW, Washington, DC, near 12th Street), room B317 (basement), which is open **Monday through Thursday** from 8 a.m. to 4 p.m. and **Fridays** from 8 a.m. to 1 p.m. Closed Weekends and Federal Holidays. The phone number is [\(202\) 564-2206](#).

For more information, call the person listed below:

•MYERS, KEVIN-[2025641500](#)

Please bring a copy of this email with you.

Sincerely,

The EPA Personnel Security Branch