If you have any questions, please call (571) 218-4302 or e-mail darpa_badge_office@darpa.mil

INSTRUCTIONS TO COMPLETE DARPA 37:

NOTE 1: **A DARPA Badge will NOT be issued until a signed "Security Clearance Notification" or "Visit Certification" is received by DARPA SID from the individual's Security Office. The DARPA Form 37 is required for an initial badge or when there is a change of clearance status, employment status or DARPA sponsor.**

ITEM 1. Originating DARPA Office/Point of Contact

ITEM 2. Sponsor's Initial and Date

ITEM 3. Issuing Office, DARPA Personnel Security / Badging Office, SID

ITEMS 4a - c. Individual's full given name (to include prefix and suffix).

ITEM 4d. Individual's social security number

ITEM 4e. Employment Type (Select One) Contractor Off-Site; Contractor On-Site; DARPA Civilian; DARPA IPA; DARPA Military; DARPA Loaner (Military/Civilian); Other (Black Badge); US Civilian Off-Site; US Military Off-Site.

ITEM 4f. Individual's Date of Birth

ITEM 4g. Individual's Place of Birth

ITEM 4h. US Citizenship

ITEM 4i. Gender (Male or Female).

ITEM 4j. Physical Address

ITEM 4k. Business name and address. (If subcontractor enter business name and address) (Note: Military on loan should indicate their unit of assignment; US Government, IPA, and others on loan should indicate their home organization.)

ITEM 4l. Physical Phone Number

ITEM 4m. Corporate Phone Number

ITEM 5a. Type of Nomination (Select One); Change of name; Change of office; New or Replacement.

ITEM 5b. If replacement, fill in name of person being replaced.

ITEM 5c. Type of Badge requested (Select One) DARPA Employees (including IPAs and Loaners); Off-Site Contractor; On-Site Contractor; Off-Site US Government, and Other (Black Badge). (Note: Definitions below)

DARPA: White-background (picture) badge with Assigned DARPA Office; DARPA/DoD logo, no escort required; issued to DARPA employees (including IPAs and Loaners), Government personnel (Military or Civilian) who are on loan to DARPA via MOA. Holders of these badges are authorized to escort visitors.

Off-Site US Government: White-background (picture) badge with Individuals Organization, Assigned DARPA Office, DARPA/ DoD logo, Red Bar with White Background, Offsite- Cannot Escort, no escort required; issued to US Government personnel who only require periodic access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors within DARPA controlled space.

On-Site Contractor: Yellow-background (picture) badge with sponsor's office, DARPA/DoD logo, no escort required; issued to DARPA support contractors who work within DARPA controlled space on a daily basis. Holders of these badges are authorized to escort visitors.

Off-Site Contractor: Yellow-background (picture) badge with DARPA/DoD logo; Red Bar with Yellow Background, Offsite Cannot Escort, no escort required; issued to DARPA support contractors who require periodic access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors within DARPA controlled space.

Other (Black Badge): Black background (picture) with the company's name; escort is required by a white or yellow badge holder inside the controlled area. Issued to DARPA service contractors who require access to DARPA facilities. Holders of these badges are NOT authorized to escort visitors in a DARPA controlled space.

ITEMS 6a - b. In order to have a badge approved for longer than one year, it is very important to specify contract end dates for contractors and end dates for US government personnel. If, subcontractor enter both Prime & Subcontract Numbers

ITEM 7. If contractor, explain what the task assignment is. If Government, indicate job title and function.

ITEM 8a. Coordination and approval is authorized by the Office Director.

ITEM 8b. Signature of Office Director

ITEM 8c. Telephone Number

ITEM 8d. Date of Request

ITEMS 9a - d. To be completed by DARPA Personnel Security

ITEMS 10a - c. To be completed only by individual's security officer or facility security officer. (If SCI is held by another SSO other than DIA, you need to request your SSO to perm cert your SCI access to "SSO DIA pass to DARPA.")

ITEMS 11a - c. To be completed by DARPA Badging Office, SID

(1) UPON SIGNATURE, SUBMIT TO PERSONNEL SECURITY/ BADGING OFFICE, SID, FOR PROCESSING. (2) THE PERSONNEL SECURITY/ BADGING OFFICE WILL CONTACT THE INDIVIDUAL WHEN APPROVED.

DEFENSE ADVANCED RESEARCH PROJECTS AGENCY

DARPA BADGE REQUEST

1. FROM: *(Originating Office & Point of Contact)*	2. POC's Initials Coordination Date	3. TO: DARPA Personnel Security and Badging, SID 3701 N. Fairfax Drive Arlington, VA 22203-1714

4. PERSONAL INFORMATION ON INDIVIDUAL WHOM ACCESS IS BEING REQUESTED

a. Prefix	b. Name *(Last, First, MI.)*	c. Suffix	d. SSN	e. Employment Type *(Select One)*	
f. Date of Birth *(YYYY/MM/DD)*	g. Place of Birth *(City & State, or City, Province & Country)*			h. US Citizenship *(Choose Yes or No)*	i. Gender *(Male or Female)*

j. Physical Address *(Include Building Name, Floor, Room No., etc.)*	k. Business Name & Address (e.g. Prime Contractor or Subcontractor)
l. Physical Phone Number:	m. Corporate Office Phone Number:
n. Physical E-mail Address:	o. Corporate Office E-mail Address:

5. TYPE OF NOMINATION AND BADGE TYPE

a. Type of Nomination *(Select One)*	b. If replacement, fill in name of person being replaced

c. Type of Badge *(Select One)*

6. PERIOD OF ISSUE

a. For Contractor Personnel: Enter the Prime Contract Number and Subcontract Number			**b. For US Government Personnel**	
Prime Contract Number:	Contract Start Date	Contract End Date	Start Date	End Date
Subcontract Number:				

7. JUSTIFICATION: *(If contractor, explain what the individual will do. If Government, indicate job title and function)*

8. OFFICE APPROVAL

a.1. Office Director's *(Typed Name & Title)*	b.1. Office Director's Signature	c.1. Telephone Number	d.1. Date *(YYYY/MM/DD)*

9. TO BE COORDINATED BY SID PERSONNEL SECURITY

a.2. General Counsel or Designee *(Typed Name & Title)*	b.2. General Counsel Signature	c.2. Telephone Number	d.2. Date *(YYYY/MM/DD)*
a.3. Director, Human Resources *(Typed Name & Title)*	b.3. Human Resources Signature	c.3. Telephone Number	d.3. Date *(YYYY/MM/DD)*

10. TO BE COMPLETED BY YOUR GOVERNMENT / INDUSTRY SECURITY OFFICER

a. Security Clearance Status	b. Date *(YYYY/MM/DD)*	c. Level of Clearance (Check One)	
Clearance Granted By:		☐ Interim Secret	☐ Secret
Type of Investigation:		☐ Interim Top Secret	☐ Top Secret
		☐ Interim SCI	☐ SCI (See Worksheet Instructions)

d. Verification of Clearance *(Certification must be by the Government/Industry Security Officer.)*

Printed Name / Phone Number _____ Signature _____ Date _____

11. TO BE COMPLETED BY DARPA BADGE OFFICE, SID

a. SID Approval *(Signature)*	Date *(YYYY/MM/DD)*
b. DARPA Badge Office *(Signature)*	Date *(YYYY/MM/DD)*

c. Badge Number *(To be assigned by DARPA Badge Office)* _____

Protect in Accordance with the Privacy Act of 1974