

## DIRECTIONS AND INSTRUCTIONS

**Each field is mandatory and must be completed.** Failure to provide a completed form may result in processing delays and/or refusal by the Personnel Security and ID Office (PSIO) to accept the form until completed in its entirety.

The SI-4008 form is an official request for approval and issuance of a SI Credential or ID Badge from the sponsor of an employee or staff member to the Office of Protection Services (OPS), PSIO. A signature from the sponsor and the employee or staff member is required before processing. Submission of this form does not guarantee approval.

### **SPONSOR**

Upon signing this form, you are certifying that all listed information is true, complete, and accurate to the best of your ability. You understand that requesting an ID Credential for more than the amount of time required exposes the Smithsonian Institution to unnecessary risk. Deliberate falsifications and misrepresentations may be a basis to deny a credential and/or administrative/disciplinary action.

### **APPLICANT**

Upon signing this form, you are certifying that all information is true and accurate to the best of your ability. Deliberate falsifications and misrepresentations may be a basis for denying this request.

### **CREDENTIAL RENEWAL**

An updated Tentative Offer Letter is required to renew the credential of any temporary federal, trust or SEEC employee whose period of employment extends beyond 180 days. These employees will also be required to complete an Electronic Questionnaire for Background Investigation before the credential is renewed.

### **RETIRED BADGE**

Federal employees who retire from SI and Trust employees employed for a minimum of 10 years at SI and are age 55+ are eligible to obtain a retired badge. Your supervisor or the Office of Human Resources is the sponsor for a retired badge. To obtain more information, please see the [IDMS Handbook](#).

### **APPLICANT'S FINGERPRINT PRIVACY RIGHTS STATEMENT AND ACKNOWLEDGMENT**

As an applicant federal or trust employee, or affiliated person, you will be the subject of a criminal history record check at the Federal Bureau of Investigation (FBI). This check is for the purpose of employment (paid or volunteer) and/or a Smithsonian credential. As such, you have the following rights:

- You are to understand<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the official making the determination for your credential will provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The official must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you will be afforded a reasonable amount of time (up to 30 days) to correct or complete the record (or decline to do so) before the official deny you a credential based on information in the criminal history record.<sup>2</sup>

You have the right to expect the official receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

As part of this process, the Office of Protection Services, Personnel Security and ID Office, Smithsonian Institution can provide you with the results of your FBI criminal history record for your review and possible challenge. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the information in question and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

### **APPLICANT RECORD NOTIFICATION**

- 1) Your fingerprints will be used to check the criminal history record of the FBI.
- 2) Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>
- 3) You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 26, CFR16.34.

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Print and sign name

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Date

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)