

General Application Form

INSTRUCTIONS FOR COMPLETING THE ON-LINE APPLICATION FOR ACCREDITATION

There are supporting documents that must be submitted electronically with this on-line application. If these documents are not available electronically, do not use this application. Please see instruction #6 below.

This application must be completed by the laboratory's Authorized Representative (the individual who is authorized by the laboratory or the parent organization to sign the NVLAP application form and commit the laboratory to fulfill the NVLAP requirements).

(1) Before beginning this application, review the NVLAP accreditation requirements and fee information available at the following links:

- (a) [NIST Handbook 150](#)
- (b) [Program-Specific Handbooks](#)
- (c) [NVLAP Fee Policy](#)
- (d) [Current NVLAP Fee Schedule](#)

(2) Three forms must be filled out in order for your application to be considered complete. The application will not be processed until all three forms and payment are received by NVLAP.

- (a) General Application Form
- (b) Program-Specific Application Form
- (c) Online Payment Form

(3) Complete all questions on the application forms. Information that is not required is marked optional.

(4) The application does not need to be completed in one session. You may save the application data to our secure database by selecting the Save and Continue button at the bottom of each page.

(5) Pressing the NEXT button at the bottom each page will guide you through the required forms.

(6) Questions 10, 11, and 12 of the General Application Form require supporting documents to be uploaded to NVLAP in an electronic format (.pdf, .xls, .doc, .txt, or .wpd). **If these documents are not available electronically, do not use the on-line application.** Instead, print the Adobe Acrobat PDF version of the application forms ([click here for PDF applications](#)) and mail the forms to the address provided on the second page of the General Application Form.

(7) When both the General Application Form and the Program-Specific Application Form(s) have been submitted, you may initiate payment by clicking on the Online Fee Calculation link on the NIWS Main Page.

(8) Payment may be made by check, purchase order, or charge card. Regardless of type of payment, press the **PAYMENT OPTIONS** button at the bottom of the Online Fee Calculation page to go to the Online Payment Form. On this form, select your method of payment and follow the appropriate instructions. By pressing the I ACCEPT button at the bottom of the Online Payment Form, you agree to pay the amount shown on the page.

(9) The payment step completes your application for accreditation. You will receive an acknowledgment by e-

mail that the application has been received by NVLAP. NVLAP will contact you if any additional information is needed.

(10) Print a copy of the application and payment forms for your records. You may view the completed forms from the NIWS main page and use the Print button on your browser to print the copies.

(11) For security purposes, it is recommended that you Logout and close your browser when you finish an on-line application session.

If you need help with this application, please contact NVLAP at niwshelp@nist.gov or call NVLAP at 301-975-4016.

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Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB control number. The information collected is used by NVLAP to help assess laboratory compliance with the criteria published in 15 CFR Part 285. Responses to the collection of information are required for a laboratory to be considered for NVLAP accreditation. Confidentiality of the information submitted is handled in accordance with 15 CFR Part 285, Sec. 285.2. The annual public burden for the collection is estimated to average 2.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chief, Laboratory Accreditation Program, NIST, Stop 2140, Gaithersburg, MD 20899-2140.

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