

INSTRUCTIONS FOR COMPLETING ONLINE APPLICATION**NVLAP Lab Code:
000000**

There are supporting documents that must be submitted electronically with this online application. If these documents are not available electronically, do not use this application. Please see instruction #4 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) There are 4 steps in the online application process:

Step 1: Complete the General Application.

Step 2: Complete the Program-Specific Application of the program for which you are applying.

Step 3: Upload the Supporting Documents for the accreditation.

Step 4: Pay the required fees for accreditation.

(2) Complete all questions on the application forms. Information that is not required is marked *Optional*.

(3) 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 a page.

(4) The online application requires 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 online application.** Instead, print the PDF version of the application forms ([click here for PDF applications](#)) and mail the forms to the address indicated on the General Application Form.

(5) Payment (Step 4) may be made by check, purchase order, or charge card. By pressing the **I Accept** button at the bottom of the Online Payment Form, you agree to pay the amount shown on the page.

(6) The payment step completes the application for accreditation. You will receive an acknowledgment by e-mail that the application has been received by NVLAP. NVLAP will contact you if additional information is needed.

(7) To print a copy of the application and payment forms for your records, click on the **Reports** tab and select the forms you wish to print.

(8) To add another accreditation program to your application, press the **Add/Renew** button on the NIWS Home page. Contact NVLAP to see if you are entitled to a fee discount based upon enrollment in more than one program.

(9) For security purposes, it is recommended that you Logout and close your browser when you finish an online application session.

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

OMB Number: 0693-0003**Approval Expires: December 31, 2009**

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 2.5 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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