



## Automated Badge Request



Request a Badge

### » Application Overview

#### To complete an Automated Badge Request form:

- Click the 'Request a One Badge' link above.
- Complete the form with your information (or the information of the person receiving the One Badge).
- Select an appropriate Authorized Government employee as the approver.
- The Government approver selected will receive an email with instructions to approve the request (it may go into their Junk folder).
- The Approver must then access the ABR system (using the link provided in the email) and approve/deny the request. They can also make minor updates if needed at that time.

**Automated Badge Request (ABR)** automates the process of requesting a Personal Identity Verification (PIV) card issued to DOS employees and contractors requiring facility and computer access (meets HSPD-12 requirements and can be authenticated by other U.S. Government Agencies), Physical and Logical Access Card (FLAC) issued to applicants requiring facility and computer access, and Facility Access Card (FAC) issued to applicants requiring only facility access.

Domestic personnel, or those returning to the DC area, may use the ABR system to request new One Badges and renewals. This applies to Domestic contractors, FTE, Temporary Employees (i.e. interns), and PSC's.

- You may complete the ABR application for yourself or for a colleague.
- In the National Capital Region (NCR), complete the request, receive email confirmation and then make an Online ID Services appointment (see below).
- Outside of the NCR, you may still apply online for a new or renewal One Badge and receive e-mail confirmation. Then please forward that e-mail to [DS-1838@state.gov](mailto:DS-1838@state.gov). DSDS ID Services Staff will contact you and assist you with scheduling an ID card issuance appointment at the nearest possible location.
- ABR is not available for personnel in New Hampshire, USUN New York, South Carolina, or for INR and PA Bureau personnel. Anyone in these locations or Bureaus must use the DS-1838 paper form.

#### Online ID Services Appointments

The new ID appointment system allows Foreign Service, Civil Service, and contractor personnel the flexibility of scheduling an appointment for a reserved time at any of the NCR ID Units: HST Rm B-266, at Columbia Plaza, or SA-15 Suite 103/104. To schedule an appointment, visit the link [ID Services Appointments](#) from any DOS Open Net workstation, you may make an appointment for yourself or a colleague.

#### Important Reminders

- New employees, detailees, and contractors with a national security clearance must attend a mandatory security briefing before their ID card will be issued.

### » Links

- [Request a One Badge](#)
- [Search Approved Requests \(Badge Office Personnel Only\)](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Submit your feedback](#)

## Help and Support

### Quick Reference Guides

<input type="checkbox"/>	Type	Name	Public Document Category	Modified
		Quick Reference Guide_Applicants	Quick Reference Guide	11/25/2016 8:18 AM
		Quick Reference Guide_Approvers	Quick Reference Guide	11/25/2016 9:30 AM

### Technical Support

If you experience issues, contact IT Support at 202-647-2000 or [ITServiceCenter@state.gov](mailto:ITServiceCenter@state.gov). Ask that the Ticket be routed to DS\CTO for action.

You may switch back to the paper based [DS-1838 form](#) (available on [myData](#)) if you are experiencing any issues.

### PRA Statement

OMB Approved Number: 1405-XXXX  
Expires: 00-00-0000  
Estimated Burden: 5 Minutes

#### PRA Statement

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Domestic Facilities Protection

Memorandum confirming attendance is issued at the security briefing. Bring this memorandum with you when you visit the DS ID Services Office to obtain your ID card. Current security briefing schedule can be found at the *Security Briefing Schedule*.

- Employees, detailees, and contractors receiving an ID card indicating SCI (S5, O5, or N5) must attend a SCI briefing before their ID card will be issued. DS will notify you when you are eligible to attend the SCI briefing and provide further instructions.
- You must bring two forms of original identification with matching names when you visit the DS ID Services Office or another location for ID card enrollment and issuance. You must present the same to two forms of identification for both ID card enrollment and issuance. This requirement is part of a federally-mandated identity proofing process.
- Examples of acceptable identification include U.S. Passport or Passport Card, U.S. State Driver's License or ID card, USG Personal Identity Verification (PIV) Card, U.S. Social Security Card, Original or U.S. Certified Copy of Birth Certificate with Official Seal. One of the two forms of identification presented must have a photo.
- Contractors must have a valid Visitor Authorization Request (VAR) to complete the ABR process. If a VAR is expired, the contract company is required to renew the VAR prior to ID card issuance.

**NOTE:** *The ABR System is integrated with existing systems that hold clearance information and will not allow a new One Badge request to be submitted unless corresponding data exists in the clearance systems. This integration may require contract companies to modify their practices as a One Badge form cannot be requested until the VAR process is fully complete.*

**NOTE** *The DOS Personal Identity Verification (PIV) card -- now referred to as the DOS "One Badge" -- is issued to all DOS employees and contractors requiring access to DOS facilities and networks (Opennet). These badges meet the objectives of Homeland Security Presidential Directive #12 (HSPD-12) for (a) issued based on sound criteria for verifying an individual employee's identity, (b) is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation, (c) can be rapidly authenticated electronically, and (d) is issued only by providers whose reliability has been established by an official accreditation process. The One Badge is an official government badge and can be used at and authenticated by other government departments and agencies for access to their facilities and networks where authorized. For contractors and other government employees, to include eligible family members (EFM) and FSN Locally Employed Staff (LES), that do not qualify for a DOS One Badge but require physical and logical access to DOS facilities and networks, a DOS Facility and Logical Access Card (FLAC) will be issued. For contractors and other government employees, to include eligible family members (EFM) and FSN Locally Employed Staff (LES) that only require physical access to certain DOS facilities a, DOS Facility Only Card (FAC) will be issued.*