



Smithsonian Institution  
Office of Protection Services

Please complete this form and return it to the Smithsonian Institution Office of Protection Services, Personnel Security and ID Office (PSIO) via fax: (202) 633-5664 or scan/email to: [OPS-PSO@si.edu](mailto:OPS-PSO@si.edu)

**REQUEST FOR EXCEPTION**

*This form is to be used to request an exception to waive the pre-appointment background investigation for issuance of a SI building credential. To be eligible for an exception, the fingerprint chart must have been pending in the PSIO for 21 days and no potentially disqualifying information was disclosed on the OF-306, "Declaration for Federal Employment. If these criteria have not been met the form will be returned for resubmission or as ineligible for an exception.*

(Please Print)

IDENTIFYING DATA		
Last Name:	First:	Middle:
Affiliate Type: (i.e. Volunteer, Intern, Contractor, Researcher, etc.)	SI Unit and Location:	Date Fingerprinted:  / /
REQUESTING OFFICIAL OR OFFICE		
Name:	Title:	Phone Number:
Signature	Date signed: / /	E-mail address:
JUSTIFICATION FOR EXCEPTION		
_____ Pre-appointment investigation has been pending for more than 21 days.	_____ Employee/Affiliate is unable to be fingerprinted.	_____ Other (Please give brief description)
PERSONNEL SECURITY AND ID OFFICE CONCURRENCE		
_____ Approved: In accordance with SD 224 or SD 212/213 applicant is eligible to receive SI building credential or occupy risk position.	_____ Disapproved: Additional security adjudication is required. A delay is anticipated in certifying the above individual for a building credential or eligibility to occupy a risk position.	_____ Other: A review of available information disclosed no record of a basis for security eligibility. To request an investigation the above individual needs to be fingerprinted.
Security Official Name:	Title:	Date: / /