



*Date*

*To* Office of Protection Services, Personnel Security and ID Office

*From*

*Subject* Record of Association

This memorandum is a record of association that certifies

is an employee of

who works as a

with the Smithsonian Institution.

He/she will require unescorted access for 30 days or more from:

to

During this period, he/she is authorized access to the following SI staff areas or facility(s):

My signature affirms this affiliation and the requirement for a Smithsonian Credential and the prerequisite background investigation. Attached is a signed and completed SI-4008, Application for Credential. Any questions may be directed to the undersigned at:

Sincerely,

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*Sponsor's Original Signature*

Attachment: SI-4008, Application for Credential