

**PLEASE READ THE PRIVACY ACT STATEMENT BEFORE COMPLETING THIS FORM**

NAME (LAST, FIRST, MI)			SSN		DOB (DD/MM/YYYY)		POB (CITY/STATE/COUNTRY)		
RANK/GRADE	MALE	FEMALE	HAIR COLOR	EYE COLOR	HEIGHT	WEIGHT	DRIVERS LICENSE # / STATE		
DEPARTMENT/AGENCY		OFFICE SYMBOL		DUTY PHONE		POLY DATE		UNCLASS EMAIL ADDRESS	

**THIS SECTION IS FOR CIVILIAN, RESERVISTS AND DIA CONTRACTORS  
CONTRACT SPONSOR MUST BE EITHER A DIA COR / DIV CH / USO / SSR / ISO**

TO BE COMPLETED FOR CIVILIANS/MILITARY ONLY				TO BE COMPLETED FOR CONTRACTORS ONLY			
SPONSOR NAME				COMPANY NAME			
OFFICE SYMBOL				CONTRACT / CRADA / FFRDC MIPR NUMBER AND TASK ORDER			
CIVILIAN ( )	MILITARY ( )	RESERVIST ( )	OTHER (SPECIFY) ( )	CONTRACT PERIOD OF PERFORMANCE / EXPIRATION DATE			
CIVILIAN SPONSOR PRINTED NAME/SIGNATURE/DATE/PHONE NUMBER				COR PRINTED NAME / SIGNATURE / DATE / PHONE NUMBER			
CREDENTIAL TYPE REQUIRED:	IC BADGE	DIA STAFF BADGE	COURIER CARD (COLLATERAL / SCI)	PENTAGON ACCESS FORM	CAC		

**NOTE 1: Select credential types required in accordance with acquisition document (SOW, PWS, SOO) and DD Form 254**

**NOTE 2: Contractor Badges and CAC Card shall be effective in accordance with Period of Performance (POP); not to exceed 1-year**

**NOTE 3: Contractor Badge category and Courier Card shall be identified based upon acquisition document and DD Form 254**

**PRIVACY ACT STATEMENT**

**Authority:** E.O. 9397, "Numbering System for Federal Accounts Relating to Individual Persons," E.O. 10450, "Security Requirements for Government Employment," E.O. 12065, "National Security Information."

**Principal Purpose:** Control issuance and return of IC/DIA identification badge; to verify identity.

**Routine Use(s):** Information may be disclosed for verification to others, Federal agencies, local or national law enforcement agencies. May be used for emergency identification.

**Disclosure:** Voluntary.

Effect(s) if information not provided Non-issuance of IC or DIA staff badge.

SECURITY OFFICER PRINTED NAME/SIGNATURE	DATE	RECIPIENT PRINTED NAME/SIGNATURE	DATE
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DIA FORM 386 BADGE REQUEST (08/19/Rev#2) (PREVIOUS EDITION OBSOLETE)