

**NAVAL CRIMINAL INVESTIGATIVE SERVICE
REQUEST FOR CREDENTIALS, BADGES, PROTECTIVE SERVICE PINS, AND
AUTHORIZATION TO CARRY A FIREARM**

Privacy Act Statement

AUTHORITY: Privacy Act of 1974, Executive Order 9397 (SSN), as amended, and SECNAVINST 5211.5F.
PURPOSE: To obtain information necessary to make a determination of eligibility for NCIS credentials, badges, protective service pins and weapons.
ROUTINE USES: The information provided will not be divulged without your written authorization to anyone other than those duly authorized to collect, process, report, analyze, or evaluate the results of the examination or inquiry. This document is property of the Naval Criminal Investigative Service and may contain information that is Privacy Act Sensitive to be used for official purposes only.
DISCLOSURE: You are not required to provide this information, however, failure to do so or any misrepresentation (by answers) may serve as a basis for denial of NCIS weapons carry, credentials, badges and protective service pins.

PART 1 Requestor's Information

NAME (Last, First, Middle Initial)	OFFICE
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ADDRESS TO SEND ITEMS TO (NO P.O. BOXES)

MILITARY

YES	NO	ACTIVE DUTY	RESERVIST
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BRANCH OF SERVICE	OTHER	JOB SERIES/PAYGRADE/RANK
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PART 2 Type of Items Requested

CREDENTIAL TITLE	BADGE TYPE	PROTECTIVE SERVICE PINS YES NO
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DUAL TITLE (SA ONLY) YES NO	WITH FIREARM YES NO	
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PREVIOUS CREDENTIALS ISSUED YES NO	PREVIOUS CREDENTIAL NUMBER	ISSUED DATE
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PART 3 Other Requests

RETIRED CREDENTIALS	SHADOW BOX ITEMS	LEOSA ID
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PART 4 Firearms Carry

FIRST REQUEST FOR FIREARMS? YES NO	ANNUAL RENEWAL? (NON-1811 ONLY) YES NO
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COMMENTS:

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PART 5 Certifications and Approvals

REQUESTORS CERTIFICATION

REF: (a) NCIS-1, CHAPTER 30, Policy on Credentials, Badges, and Protective Service Pins
(b) NCIS-1, Chapter 34, Firearms, Intermediate Weapons, and the Use of Force

1. I am an 1811 and have read and understand reference (a) and (b).
2. I am requesting a Credential, PSP or retirement item that DOES NOT require the authorization to carry a firearm. I have read and understand reference (a).
3. I am requesting an Investigator or Operational Representative Badge. I have read and understand reference (a).
4. In accordance with reference (b), I request authorization to carry a firearm while in the performance of official duties. I certify that I have signed the Lautenberg Amendment Form DD-2760, completed 40-hour NCIS Non-Special Agent Firearms Training Program, Use of Force and Control Tactics training or SABTP. I have also read and understand references (a) and (b). I am aware of the TSA guidelines and NCIS Policy stating only Civilian Special Agents and those specifically authorized for protective service missions in the below justification sections are permitted to fly armed on commercial aircraft. Provided semi-annual qualification requirements are met and all required training is kept current, this authorization will remain valid for one year, or until I transfer to another office or the SAC/DAD withdraws this authorization. I understand re-validation requests must be submitted one-year from the request of this certification.

SIGNATURE

DATE

SAC/DAD CERTIFICATION AND APPROVAL

In accordance with reference (b), the above requestor is authorized:

To be issued the above requested non-weapon related item.

To carry the specified government weapon while in the performance of official duties. I certify the requestor has provided the required training documents and is in compliance with the following:

- a. Semi-annual weapons qualification requirement.
- b. Annual Lautenberg Amendment, DD Form 2760
- c. Annual Use of Force and Control Tactics training.
- d. Completion of the 40 hour NCIS Non-Special Agent Firearms Training Program or SABTP.

Provided semi-annual weapons qualification requirements are met, this authorization will remain valid for one year, or until the employee transfers to another office or this authorization is withdrawn.

Justification:

SIGNATURE

DATE

EXECUTIVE ASSISTANT DIRECTOR / DEPUTY DIRECTOR APPROVAL

I certify that the above requestor is in compliance with the Lautenberg Amendment, has completed all the required training listed in the requestor certification section, and has a favorable background check. In accordance with reference (a), the requestor is authorized to carry the specified government weapon or badge while in the performance of official duties.

Comments:

SIGNATURE

DATE

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PART 6 To be completed by the Security Office

For Non-Police Badge Request, DAD, Code 11A MUST approve:			
Date Issued		Credential Number:	
Badge 1 Serial Number:		Badge 2 Serial Number:	
Protective Service Pins Serial Number:		LEOSA ID Card Number:	

PART 7 Employee Certification

Once the requestor receives items, email the signed form back to credentials@ncis.navy.mil

I hereby acknowledge receipt of permanent credentials, as indicated by the first endorsement noted above. I certify that I am cognizant of the provisions of NCIS-1, Chapter 30, Credentials, Badges and Protective Service Pins, as it pertains to the issuance, control, use of, loss of, and disciplinary action concerning same.

SIGNATURE OF BEARER		DATE	
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PRINTED NAME:

- Sign the box below – **DO NOT EXTEND OUTSIDE THE BOX**
- Use black medium ballpoint ink only
- Return to Credentials@ncis.navy.mil with the 5512/8, Request for Credentials

INSTRUCTIONS

Part 2 - Type of Items Requested

Select only one of the appropriate credential titles in the drop-down box.

Select only one of the appropriate badge type in the drop-down box.

Select YES or NO for each additional item you are requesting.

Dual Title is of Special Agents only (e.g. Division Chief / Special Agent). Do not select YES if the term Special Agent is already in your title (e.g. Special Agent in Charge)

With Firearm - Check yes if you are requesting credentials that authorize you to carry a firearm. Previous credentials issued - Use this for lost/stolen/damaged or requesting a change in credential title. Then enter the original credential number and date the original was issued.

If this is your annual renewal, leave this section blank.

Part 3 - Other Requests

If requesting retired credentials, shadow box items, or Law Enforcement ID, select the appropriate box. If you are not requesting these items, leave them blank.

Part 4 - Firearms Carry

Is this your first time requesting authorization to carry a firearm? Check the appropriate box.

Is this your annual renewal? If you have been authorized to carry a firearm within the last 12 months, you would answer yes. All others will answer no. **Renewals** should be submitted 30 days prior to the expiration date of your current request.

Part 5 Certifications and Approvals

Requestor Certification

Check any individual or combination of the four boxes that applies specifically to your request. Digitally sign the document and email it to the SAC/DAD with supporting documents. Checking **box 1 or 2** only requires a signature card and photo to be sent. Checking **box 4** requires all the completed training and signed Lautenberg Form in addition to the signature card and photo.

SAC/DAD Certification and Approval

After review and validating all training is current and complete, the SAC will check the appropriate box.

Box 1 and 2 only requires SAC signature, no justification is needed. When the first two boxes are checked, the signed form can then be emailed directly to credentials@ncis.navy.mil with photo and signature card.

Box 3 and 4 requires a comprehensive justification articulating the specific need for a non-special agent to carry a badge and or a weapon, in addition to the SAC's signature.

EAD/DD Approval

EAD/DD will approve the final document adding any additional comments or conditions to the authorization to carry.

EAD/DD will send the approved document to Credentials@ncis.navy.mil

Part 6 - Security

Security will process the credential request and upon issuing the approved controlled items will complete this section.

Part 7 - Employee Certification

The requestor, upon receipt of the controlled items will sign acknowledging the receipt of those items.

Once signed, the form needs to be sent back via email to credentials@ncis.navy.mil

**ALL REQUESTOR, SAC, AND EAD/DD SIGNATURES MUST BE DIGITAL.
PAGE FOUR REQUIRES A WET SIGNATURE FOR THE CREDENTIAL PORTION.**