

NCI Shady Grove Shuttle Visitor Pass

Passengers are required to show proper NIH badging prior to riding the NCI Shady Grove Shuttles.

Visitors who anticipate on riding the NCI Shady Grove Shuttles need to secure a visitor shuttle pass from their sponsor. Sponsors must fill out the request form below and submit it to ncishadygroveshuttle@mail.nih.gov. Shuttle visitor passes are issued for a period of 30 days or less.

Upon verification of the completed form, visitor passes will be printed and provided to the sponsor at the front desk in the lobby of the Shady Grove Facility. If requested, visitor passes can be delivered to a sponsor that is not located at Shady Grove through interoffice mail.

It is the sponsor's responsibility to ensure their visitors have received shuttle passes prior to their visit and transport on NCI Shady Grove Shuttles.

If you have any questions, please contact Gehmelle Johnson at ncishadygroveshuttle@mail.nih.gov.

SHUTTLE PASS REQUEST FORM

PLEASE COMPLETE AND SUBMIT TO NCISHADYGROVESHUTTLE@MAIL.NIH.GOV.

Requestor Name: _____

Sponsor's Name: _____

Sponsor's ORG: _____

Building _____ Room _____ MSC _____

Program AO Name: _____

Visitor's Name: _____

Visitors ORG: _____

*Duration of Visit: From _____ To _____

***DURATION NOT TO EXCEED 30 DAYS ***

Please note that the NCI Shuttle's and Garage Parking are for NCI employee's, guest and official government business ONLY