Sample Certificate Renewal Notification from HHS

Subject: ACTION REQUIRED: The certificates on your HHS ID Badge must be renewed

<Dear *NAME*>

You are receiving this e-mail because the PKI digital certificates loaded on your HHS ID Badge are expiring <on *DATE*> and must be renewed. The PKI digital certificates have a shorter lifespan than the expiration date printed on your HHS ID Badge.

To renew your digital certificates, you need to appear in-person at an NIH Badge Issuance location. Please copy the following link into your browser to schedule an appointment *:

https://scheduler.ors.od.nih.gov/CertificateRenewal.aspx

You must be logged into the NIH network to access the appointment scheduler or you may call 301-451-4766 or 301-402-9755.

- **Special Note**: Some Institutes and Centers have purchased a Lifecycle Work Station (LWS) that can renew your certificates. To see if your Institute or Center has an LWS, please copy this link, http://idbadge.nih.gov into your browser, then click on the link "**Locating LWS Administrators by IC**' under '**What's New**.'

* Individuals located at the following remote sites should contact their local Badge Issuance location for a certificate renewal appointment:

- Biomedical Research Center, Baltimore, MD
- Rocky Mountain Labs, Hamilton, MT

Failure to renew your digital certificates <by *DATE*> will prevent you from sending and receiving encrypted e-mail, or digitally signing e-mail.