



Instructions for Sending Documents to ORISE

Many of the documents that you are asked to send to us contain personally identifiable information (PII) that, if lost or compromised, could cause serious harm (including identity theft) to you. PII includes, but is not limited to your, Social Security number, passport copy or number, place of birth, date of birth, and educational transcripts. We consider it a serious responsibility to protect your personal information. We request that you adopt the following guidance when sending documents to us.

DO NOT email documents containing PII. You must return such documents by postal mail, fax, or shipping service.

Postal Mail: To transmit PII via postal mail, seal it in an envelope addressed to the recipient and mark it "To Be Opened by Addressee Only."

Oak Ridge Institute for Science and Education
DHS HS-STEM Summer Internship Program
MS 36 PO Box 117
Oak Ridge, TN 37831-0117

Fax: Faxes should include cover sheets with the name of the intended recipient and should be marked "ATTN: DHS HS-STEM Summer Internship Program" and "To Be Read by Addressee Only."

Fax: 865-576-4197

FedEx, UPS, and Other Courier Services: To transmit PII via courier service, seal it in an inner envelope or box addressed to the recipient and mark it "To Be Opened by Addressee Only."

Oak Ridge Institute for Science and Education
DHS HS-STEM – Denise Young, MS 36
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SC-200
Oak Ridge, TN 37830