



Instructions for Protecting Your Information When 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, Social Security number, passport copy or number, place of birth, date of birth, and educational transcripts. We consider it our serious responsibility to protect your personal information. We request that you adopt the following guidance when sending documents to us.

Emailing: Documents containing PII may be e-mailed if encrypted and sent to individuals who have a need to know the information, have the encryption software, and understand the need to protect the information.

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."