National Voluntary Laboratory Accreditation Program
Fee Payment Instructions and Form

Lab Name _____ NVLAP Lab Code _____
                                       (to be assigned by NVLAP)

Address _____

_____

City _____ State _____ Zip _____

Foreign City _____ Foreign Postal Code _____

Country _____

Name of Accreditation Program _____

(For the full listing of accreditation programs, go to http://www.nist.gov/nvlap.)

Please remit the Administrative/Technical Support Fee with this application: $4,975.00.

This payment must be received by NVLAP before the accreditation process can begin.

NVLAP Fee Payment Information:

1) A laboratory that is enrolled in more than one laboratory accreditation program will receive a $2,600 discount to the Administrative/Technical Support Fee for each additional LAP. Contact NVLAP for details.

2) An on-site assessment will be conducted before initial accreditation, during the first renewal year, and every two years thereafter. **Do not remit the On-Site Assessment Fee with this application**. You will be invoiced for this fee when an on-site assessment is scheduled to be performed.

3) Laboratories enrolled in accreditation programs that require proficiency testing will either [1] pay the provider of service directly (for testing conducted through outside services), or [2] pay NIST upon receipt of an invoice (for testing arranged by NVLAP).

4) For more information, please see the NVLAP Fee Structure at:

    http://www.nist.gov/nvlap/nvlap-fee-policy.cfm.

Go to Page 2 to select the payment method for the Administrative/Technical Support Fee.

DATE: ☐

NVLAP LAB CODE: ☐

Please select the payment method and remit the Administrative/Technical Support Fee only.

❑ Check. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.

❑ Purchase order. Attach a copy of purchase order to this fee payment form. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.

❑ Credit card or ACH. Go to: http://nist.gov/nvlap.

❑ Wire payment. Send wire payment using the U.S. Department of Treasury FEDWIRE system. Contact NVLAP for details at NVLAP@nist.gov.

Send application and payment information to: NVLAP/Accounts
National Institute of Standards and Technology
Building 101, Room A800
100 Bureau Drive, Stop 1624
Gaithersburg, MD 20899-1624