Guidance document for Business Visitors and their Points of Contacts

US Citizens

Responsible Person	Process Step	Reminders and Notes
Business Visitor	Submit Business Visitor access request.	• Definition of business visitors can be found in the Access Policy. Current users (onsite or offsite) cannot be business visitors. • If you have a current home institution or employer, but it is not listed in the institution drop down, select "Other" and manually enter the institution information. The checkbox for no home institution is reserved for members of the public attending an approved event and employment interviews. • Information must be accurate, or this will lead to delays in processing. If you have questions, please contact your POC. • You can view the status of your access request and submit questions at the following link: https://fermi.servicenowservices.com/access_request_status.do
Point of Contact	Approval from Point of Contact	• As the POC, you are responsible for ensuring the information in the access request is accurate, such as affiliation, purpose of visit, access dates, etc. If the information is not accurate, deny the access request and inform the Business Visitor to resubmit.
	Automated from ServiceNow- Informal Invitation Letter sent to the business visitor	• If you are unable to find the QR code, please check your Spam or Junk folders. • The Informal Invitation Letter includes the QR Code, which the business visitor must present upon arrival at the security gate along with their Real ID.
Business Visitor, Point of Contact	Arrival at Fermilab	• Business Visitor must present the QR code and their REAL ID upon arrival at the security gate. • Point of contact must escort their business visitor or ensure the business visitor is escorted by a Fermi badged employee in non-public areas.

Foreign Nationals

Responsible Person	Process Step	Reminders and Notes
Business Visitor	Submit Business Visitor access request.	• Definition of business visitors can be found in the Access Policy. Current users (onsite or offsite) cannot be business visitors. • If you have a current home institution or employer, but it is not listed in the institution drop down, select "Other" and manually enter the institution information. The checkbox for no home institution is reserved for members of the public attending an approved event and employment interviews.

		• Information must be accurate, or this will lead to delays in processing. If you have questions, please contact your POC.
		• You can view the status of your access request and submit questions at the following link: https://fermi.servicenowservices.com/access_request_status.do
Point of Contact	Approval from Point of Contact	• As the POC, you are responsible for ensuring the information in the access request is accurate, such as affiliation, purpose of visit, access dates, etc. If the information is not accurate, deny the access request and inform the Business Visitor to resubmit.
Foreign National Access Program (FNAP) FNAP and Export Control (EC)Offices	FNAP and EC approval step	• All foreign nationals are required to be assigned hosts by the FNAP office per the DOE Order 142.3B. Timely host responses to the FNAP office is important in order to process the access request. Definition of hosts can be found in the Access Policy.
Business Visitor	Complete onboarding in Fermiworks. A Workday email with instructions will be sent.	• Please having the following documents ready when onboarding: 1) ID Verification (i.e. passport) 2) Visa information (i.e. Form I-20, I-94, DS-2019). For more information, visit the Campus Access website.
		• I-94s must show business, not tourist status, such as VWB or B-1; NOT VWT or B-2.
		• Questions about onboarding? Contact fnap-request@fnal.gov
		• Questions about log-in information or passwords? Contact the Fermilab ServiceDesk, 630-840-2345
FNAP Office	Complete contracting and approvals in Fermiworks.	• The FNAP office is unable to complete contracting foreign nationals until all sufficient documentation of immigrant or nonimmigrant status, citizenship, and identity is obtained per DOE requirements. This includes the I-94, which is issued after the individual enters the U.S.
		• If the FNAP Office requires additional information, they will reach out to the foreign national.
	Automated from ServiceNow-Informal Invitation Letter sent to the business visitor	• If you are unable to find the QR code, please check your Spam or Junk folders.
		• The Informal Invitation Letter includes the QR Code, which the business visitor must present upon arrival at the security gate along with their Real ID.
	Automated from ServiceNow-Formal Invitation	• Formal letters are considered letters used for visa purposes.

	Letter sent to the business visitor	
Business Visitor, Point of Contact	Arrival at Fermilab	- Business Visitor must present the QR code and their REAL ID upon arrival at the security gate. - Point of contact must escort their business visitor or ensure the business visitor is escorted by a Fermi badged employee in non-public areas.