ACCESS REQUEST FORMS

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DEFINITIONS OF WORKER TYPES

Affiliate/User (See pages 3-13):

An Individual who accesses Fermilab’s DOE approved User facilities (Accelerator Complex) or non-DOE approved User facilities (those other than the Accelerator Complex) and resource for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.

*Example:* A Non-Fermilab employee working and conducting research on the Test Beam (Accelerator Complex) or with Astrophysics (non-Accelerator Complex)

Sub-Contractor (See pages 3-6 and 14-19):

An individual who accesses Fermilab facilities and resources and is working more than one day* via a Procurement-managed subcontract with FRA or DOE approved agreement and required unescorted access.

*Subcontractors needing only one-day access should have their Point of Contact send an email to access@fnal.gov.

*Example:* Individuals working in the onsite Credit Union or those working on construction projects.

Authorized Guest (See pages 3-6 and 20-22):

An individual who does not have business with Fermilab (is not working or conducting research) but needs access to facilities such as day care, onsite housing or the gym.

*Example:* A Non-Fermilab employee who is the spouse of an Affiliate/User and is staying in onsite housing or has children enrolled in the day care.

Business Visitor (See pages 3-6 and 23-26):

An individual who has business* with Fermilab that can bee achieved in less than one week and is escorted when in non-public areas.

*Business Visitors do NOT have computing access; this is only for onsite access.

*Example:* Someone who is attending a collaboration meeting, participating in a review or interview, vendors, or is attending a DOE/Fermilab sponsored event in general access areas.
ACCESSING THE REQUEST FORMS:

Request forms can always be found on our access page:
https://get-connected.fnal.gov/accessandbadging/access/

Under the “Access Request Forms” section, there are two links:

1. “Computing and Onsite Access Request Form” – This form is for those who need computing access (either new or renewing) or who need an ID badge and do not already have computing access.
2. “Onsite Only Access Request Form” – This form is for those who already have computing access and now need to request an ID badge. You cannot request an ID badge for longer than your current computing expiration date. If you need to extend your computing expiration date as well, please fill out the form listed above under number 1 instead.

FILLING OUT THE “COMPUTING AND ONSITE ACCESS REQUEST FORM”

Reason for access:

Choose your worker type from the drop-down menu (see page 2 for definitions). Then click “Next”

![Reason for access request]

Have you previously submitted a Fermilab Access Request form, or have you ever had a Fermilab ID badge or a Fermilab computing account?

We need to know if you have had access (computing and/or ID badge) with us before so that the systems don’t create a duplicate profile and Fermi ID number for you.

If you have had access in the past but do not remember your ID number, please email CampusAccess@fnal.gov and we will be happy to give that to you.
If you have not had access with us before, select “No” and then click “Next.”

If you have had access with us before, select “Yes,” and then select how you want to link your previous profile/Fermi ID to this form.

The option that you pick from that drop-down will then prompt a new field for you to enter that information: email address, phone number or Fermi ID number (must be 5 digits plus V)
Enter your information (email, phone, ID number) and a pop-out window will appear with information associated with that email/phone/ID.

- If this information is correct, click “Confirm.” You can also use the drop-down to pick a different profile.
- If it is not correct, click “Cancel” and email CampusAccess@fnal.gov for help.

Click “Next” when you are done

Personal Information:

Fill in all the fields that have red asterisks.

- You must put your LEGAL name, as it appears on your photo ID
- If you do not have a middle name/initial, put “NMI” in the middle initial field
- If you have had access before and confirmed your information on the previous screen, some of the information on this page will already be filled in; please double check it to make sure it is accurate

ORCID is NOT required; if you don’t have one, you can skip this field. If you have one, enter it in the format listed (with a dash between each 4 digits)

To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.
In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter. Then click on the country that you want to select.

To select another country (for more than one citizenship), click on the magnifying glass again and repeat the above process.

If you have picked a country in error, you can click on it to select it and then click the red X to the right of the country list to delete it.

If you are not a US Citizen, you will also need to answer the question “Are you a U.S. Legal Permanent Resident (LPR)?”

If you have a green card, please answer “Yes” to this question. If you do not, then answer “No.”
Country of birth is a drop-down menu in alphabetical order.

- Select your Country of birth
- Click “Next” when you are done

**Country of birth**

--- None ---

--- None ---

**AFFILIATE/USER ACCESS REQUEST FORMS**

**User Affiliation:**

Point of Contact: this is the Fermilab contact person who you are working with at Fermilab and who can vouch for your identity and affiliation (you will be asked to provide a home institution point of contact later on this form).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

**Point of contact: Your Fermilab contact is a member of your experiment/division who can vouch for your identity and affiliation**

Click Magnifying Glass

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.
Fermilab Experiment, Project, Division, or Section affiliation: if you are unsure, ask your Fermilab contact for help.

This is a drop-down menu in alphabetical order. If you have trouble finding an experiment that you believe should be on this list, email CampusAccess@fnal.gov for help.

If you are working with more than one affiliation, please list additional ones in the next field by clicking the magnifying glass and searching for additional affiliations (you can repeat this step to add more).
Professional Class. *Please do NOT pick "Visitor – DOE," unless you are an employee of DOE. This is a drop-down menu in alphabetical order. Pick the title that best describes your work with Fermilab.

![Professional Class drop-down menu]

Describe the research and/or technology you will be working on at Fermilab. This field is required; please be specific so that the approvers understand why you are requesting access.

![Research description field]

Funding for Per diem, lodging, car rental, travel, or none:
You MUST check a box (check “None,” if these don’t apply). If you are receiving reimbursement funds for any of these items from Fermilab, please check the appropriate box(es). If you check any of these boxes, this is not a reservation of those services (i.e. this does NOT serve as rental car reservation); you must also complete those additional processes outside of this form.

![Funding selection]

Access to Fermilab’s Computing systems. Affiliates/Users automatically get computing access. Please put the dates that you need access. Click on the calendar symbol to the right to choose the dates.

- You can put up to one year for your date range
- If you currently have access and are renewing, please put the date of your current expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.
Will you be coming onsite to Fermilab?

If you will be onsite, you are REQUIRED to have an ID badge, so please answer “yes” and put the dates you need a badge for.

If you answer “no” to this question, click “Next” and move on to the next screen.

- You can put up to one year for the date range.
- If you will be coming back and forth to the lab throughout the year, put one year for your dates and then answer “Intermittently” to the next question.
- If you will be at the lab for the duration of the dates you put on this form, pick “Continuously” on the next question.
What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.

Primary work location: ask your Fermilab contact for this information, if you don’t know it. If you/your contact are unsure, choose “Don’t Know.”

Will you be requesting Fermilab Housing? Answering “Yes” to this question is NOT a reservation of Housing; it only alerts Housing that you are approved to be onsite for the date range on this form. You will still need to follow the Housing process in order to reserve your lodging.

Click “Next” when you are done.

Home Institution:

The Home Institution list is a search field. Click on the magnifying glass to the right to open the search box.

In the screen that pops up, you can type part of the institution name and hit enter. Then click on the correct institution in the results that appear. This will auto populate the address of the institution, if it is already in our database. If it is not, you may need to enter the address information for the institution.
If your home institution is not on the list, pick “Other” and type in the institution information. This may slow the approval process down (it can add 2-4 weeks), since it will then need to go through an Agreements review process between Fermilab and the institution.

Home Institution point of contact (this CANNOT be yourself):

Enter the first name, last name, email address, and phone number for your institution point of contact.

Click “Next” when you are done
The next screen will ask if you have additional institutions that you are working with. If you do not have any, you can leave it blank and click “Next” at the bottom of the screen. If you have additional institutions, you can list anywhere from 1 to 5 institutions on this page.

You can leave these blank, if this is not applicable, and click “next” to move to the next screen.

Or, you can fill in any additional institutions that you are working with before clicking “next” to move to the next screen.
Emergency Contact Information

You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click “Next” when you are done.

Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.

Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.
Upload CV/Resume *(Non-US Citizens only)*: If you are a non-US citizen, you will be asked to upload your CV/Resume. This is needed for the additional Foreign National Access Program approvals.

Click “Choose File,” then select the file from your computer.

Click the box next to “I’m not a robot,” then click the “Submit” button.

You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.
SUBCONTRACTOR ACCESS REQUEST FORMS

Affiliation

Purchase Order number

- You MUST enter a PO number, if you are working with an affiliation that requires one. Please ask your Fermilab contact for this information before completing this form.
- If you click the "no PO" box, it will ONLY give you the affiliations in the next drop-down that legitimately do not have a Purchase Order number (i.e. Abri credit union, Natural Areas, etc.). Only click this box if you are working for an affiliation that does not require the PO number.

Fermilab Experiment, Project, Division, or Section? Ask your Fermilab Contact if you are unsure.

This is a drop-down menu in alphabetical order. If you cannot find an affiliation that you believe should be on this list, email CampusAccess@fnal.gov for help.
Point of Contact: this is the Fermilab badged person who you are reporting to while onsite (it does not have to be an employee, just someone who has a Fermilab ID badge already).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.

Click “Next” when you are done.
Onsite Access Details

Will you need a Fermilab Computing Account?

- If you answer “yes,” you will need to put the date range in that you need computing access for.
- You can put up to one year for your date range
- If you currently have access and are renewing, please put the date of your current expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.

Will you be coming onsite to Fermilab?

If you will be onsite, you are REQUIRED to have an ID badge, so please answer “yes” and put the dates you need a badge for.

If you answer “no” to this question, click “Next” and move on to the next screen.

- You can put up to one year for the date range or until the end of your Purchase Order date (whichever is shorter)
- If you currently have an ID badge and are renewing, please put the date of your current ID expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.
What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.

Primary work location: ask your Fermilab contact for this information, if you don’t know it. If you/your contact are unsure, choose “Don’t Know.”

Click “Next” when you are done.

Company Information

Company Contact/Manager

Enter the first name, last name, email address, and phone number for your contact person at your company. This CANNOT be yourself!

Click “Next” when you are done.
Emergency Contact Information

You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click “Next” when you are done.
Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.

Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Click the box next to “I’m not a robot,” then click the “Submit” button.

You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.
AUTHORIZED GUEST ACCESS REQUEST FORMS

Reason for Visit

Point of contact: this is the Fermilab person who you are here with (i.e. your spouse or other family member).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.

Click “Next” when you are done.
Why are you visiting Fermilab? This is a drop-down menu with the facilities that authorized guests are allowed to access. Choose the one that you need access to.

When do you need physical access to the Fermilab site?

- You can put up to one year in the date range but please note that we cannot issue you a badge past the date on your Fermilab contact’s badge (i.e. your spouse’s expiration date).

Click “Next” when you are done.

Emergency Contact Information

You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click “Next” when you are done.
Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.

Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Click the box next to “I’m not a robot,” then click the “Submit” button.

You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.
BUSINESS VISITOR ACCESS REQUEST FORMS

Access

Point of Contact: this is the Fermilab employee who will approve your visit

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.

Click “Next” when you are done.

What affiliation are you visiting? Ask your Fermilab contact if you are unsure.

This is a drop-down menu in alphabetical order.
Purpose of visit. This is the reason that you are coming to Fermilab. It's a drop-down menu in alphabetical order. If you are unsure, please ask your Fermilab contact person.

Description of your visit. Please provide additional details of why you are coming to Fermilab.

Is your request for onsite or virtual access?

We need to know if you will physically be onsite at Fermilab so please answer this accurately. If you are only attending an event remotely, please choose virtual.

We will need to know what days you need access for. You can put up to 7 days on this form.
If you will be onsite, you will also need to answer the questions about what business site you will be visiting (Illinois or South Dakota) and what building you will be visiting. If you do not know this information, please ask your Fermilab Contact person. These are both drop-down menus.

If you do not have a home institution / company that you are employed by (such as members of the public or those coming onsite for a job interview), please check the box at the bottom of the screen.

Click “Next” when you are done.

Company/Home Institution

If you checked the box that says you do not have a company/home institution, this screen will not appear for you…continue to the “Agreement” section listed on the next page. If you did not check that box, please fill in the following information.

Company/Home Institution.

The Home Institution list is a search field. Click on the magnifying glass to the right to open the search box.

In the screen that pops up, you can type part of the institution name and hit enter. Then click on the correct institution in the results that appear. This will auto populate the address of the institution, if it is already in our database. If it is not, you may need to enter the address information for the institution.

If your home institution is not on the list, pick “Other” and type in the institution information.
Click “Next” when you are done.

Agreement

You must click on the link and read the Statement of Community Standards, then click the “I Agree” box. Click “Next” when you are done.
Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.

Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Click the box next to “I’m not a robot,” then click the “Submit” button.

You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.
ONSITE ONLY ACCESS REQUEST FORM

This form is only to be used if you already have active computing access and now need an ID badge.

If you put onsite dates on your “Computing and Onsite Access Request form,” you do not need to fill this form out.

You will need to log in with your Services account in order to access the form.

Point of Contact: this is the Fermilab contact person who you are working with at Fermilab and who can vouch for your identity and affiliation.

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.
Onsite Access

What dates are you planning on being onsite?

- You cannot request an end date that is past your current computing end date.

- If you are unsure what your computing end date is, scroll down to the bottom of the screen and it will show your end date in the greyed-out area under “Affiliation” (this is not editable)

What business site are you going to be located at and what will your primary work location be?

If you do not know this information, please ask your Fermilab Contact person. These are both drop-down menus.

Reason for onsite access. Please explain why you are requesting an ID badge.

Click the “Submit” button at the bottom of the page when you are done.