Onsite Access Request Form

For Personal Visitors

This form is for personal visitors who are visiting a friend/family member in the Village or dropping off* / picking up* someone.

*Drop offs and pick ups are only allowed at Wilson Hall, Building 327 and Lederman Science Center.

Click [here](#) to access the form

*This form should be filled out by your Fermilab contract person (i.e. the Fermilab badged individual that you are dropping off/picking up or the person you are visiting in the Village)

*The Fermilab POC will need to be logged in to Service Now in order to submit this form

Email SOC@listserv.fnal.gov and Access@listserv.fnal.gov with questions regarding this form.

Point of Contact & Affiliation

- These will auto-populate with the person who is filling out the form and that person's affiliation.
- You do not need to do anything with these fields

Visitor Information

If the person has been to Fermilab before:

- Answer "Yes" to this question
- Then click the Magnifying glass to the right of the "Person" field
- Search for the person's name in the screen that pops up and pick the correct person from the search results list
- You will still need to fill in any missing information such as middle name, email address, and phone number (see next page)

If the person has never been here before:

- Answer "no" to this question
- Fill in the following information:
  - First name
  - Middle initial (put NMI if no middle initial/name)
  - Last name
  - Primary email address
  - Primary phone device
  - Primary country phone code
  - Primary phone number
  - Countries of citizenship (see page 4)
  - Country of birth (see page 4)

Existing Visitor

* Has the visitor been to Fermilab before?

No

Visitor information

* First name	* Primary phone number
Mike	6308403000

* Middle initial	* Countries of citizenship
NMI	🔒

* Last name	* Country of Birth
Rogers	🔍

* Primary email address

mike@gmail.com

* Primary phone device

Mobile Phone

* Primary country phone code

United States of America (+1)

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* Countries of citizenship

United Kingdom
Italy

❌
🔒

🔍

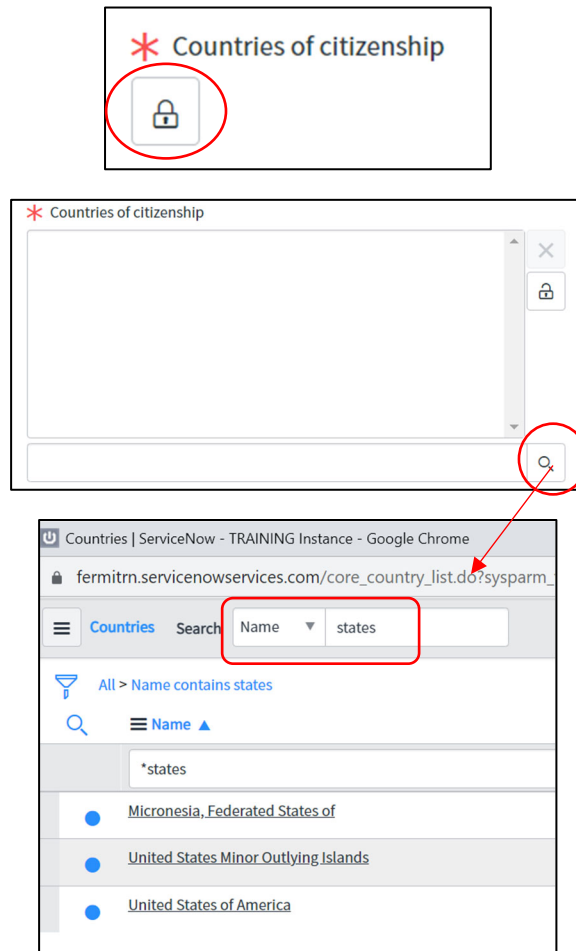* Are you a U.S. Legal Permanent Resident (LPR)?

No

* Country of Birth

United Kingdom   🔍 ⓘ

- To open the Countries of citizenship, click on the lock button
- Then click the magnifying glass and search for the country (you can pick multiple countries by repeating this process)

If the country/countries of citizenship are not US, another question will open asking if you are an LPR.

If you are a legal permanent resident (with a green card), please answer "yes" to this question.

To choose the country of birth, click on the magnifying glass, then search and choose the correct country/countries using the same process that you did to find the country/countries of citizenship

Reason for Visit

Please give as much detail as possible in order to prevent a delay in the approval process

> ⊟ Reason for Visit
>
> ✳ Reason for the visit
>
> dropping off / picking up spouse at Wilson Hall

Onsite Access

- You can only choose one date for this access form
- If you will need access for more than one day, please resubmit this form for the additional day(s) once your initial form is approved and you have received your QR code.
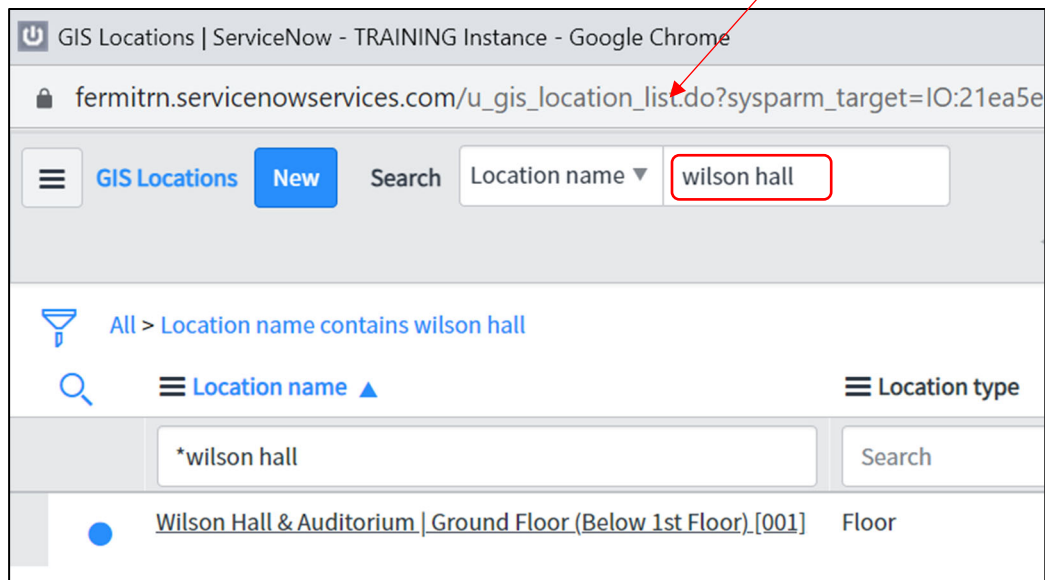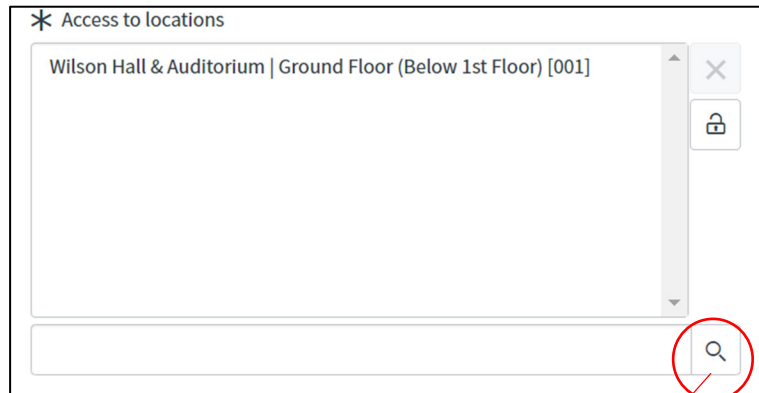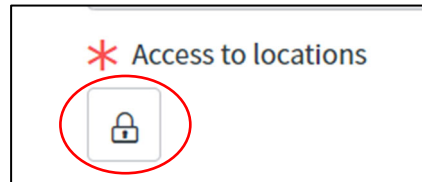
> ⊟ Onsite access
> ✳ From
>
> 2023-08-29
>
> To
>
> 2023-08-29

- To open the locations, click on the lock button.
- Then click on the magnifying glass and search for the building location (you can pick multiple locations by repeating this process)

Acknowledgements

- Click on the "here" button to open the policy for the Community Standards
- Read the instructions and then click the box next to "I agree"

Community Standards Agreement

Community Standards Agreement

You must read, understand and share the Fermilab statement of Community Standards with your personal visitor. As point of contact you must ensure your personal visitor complies with the expectations.

The Statement of Community Standards can be found here. ← Click here to open the policy

It provides the baseline expectations for conduct by all members of the Fermilab community.

By checking this box, you are confirming that you read and confirm your personal visitor will abide by Fermilab's Statement of Community Standards and that you acknowledge that your information may be shared with DOE.

☑ I Agree

Read the Behavioral Expectations and instructions, then click the box next to "I agree"

Fermilab's Behavioral Expectation Guidelines

Fermilab Behavioral Expectation Guidelines

While a member of the Fermilab Community:

The following computer activities and uses are explicitly NOT permitted:

- Legally prohibited activities:
- Up- or down- loading or viewing sexually explicit material.
- Violation of license and other computer related contract provisions. For example, use of BitTorrent or other similar file sharing platforms to download licensed materials(e.g.,movies,music and others).
- Smoking is prohibited indoors,is limited to designated areas, and cannot be within 25 feet of any building entrance.
- To consume alcoholic beverages on lab property, you must be 21 years of age.
- Bicyclists must follow the Illinois Rules of the Road and are required to wear a helmet.
- Cell phone use while driving a motorized vehicle, including hands-free mode and built-in devices, is prohibited on Fermilab Property.
- Obey all signage and time limits when parking a motor vehicle, or you will be ticketed.
- All forms of harassment, including sexual harassment as well as verbal, non-verbal,written or physical abuse, are not tolerated.
- Threats or acts of violence are not tolerated.
- Weapons of any kind are prohibited.
- You must have your Fermilab-issued ID badge available and with you at all times.
- FNAL's Employee Assistance Program is available to anyone in need and provides on-line,telephone and face-to-face counseling services.Call 800-292-2780 or go to www.ers- eap.com username:Fermilab Password:eap.
- In any emergency dial 3131 from a laboratory phone:dial 911 if using a personal cell phone.

By checking this box,you are confirming that you read and confirm your personal visitor will abide by Fermilab's Behavioral Expectation Guidelines and that you acknowledge that your information may be shared with DOE.

☑ Agree

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

Submit

Order Status

- This page will give you the request number.

- You should also receive an email with the RITM number.

- You can check the status of your request at any time by entering the RITM number in our Status Page.

Personal Information

- If the personal visitor is a non-US citizen and is visiting the village, they will receive an email with the subject line "RITM### Fermilab Access Request – additional information required"
- They must click on the link in the email

The personal visitor will need to fill out the following information:

- Region of birth (drop-down menu in alphabetical order) is not required, however, if you know the region, please enter it
- City of birth (free-text field)

Region of birth
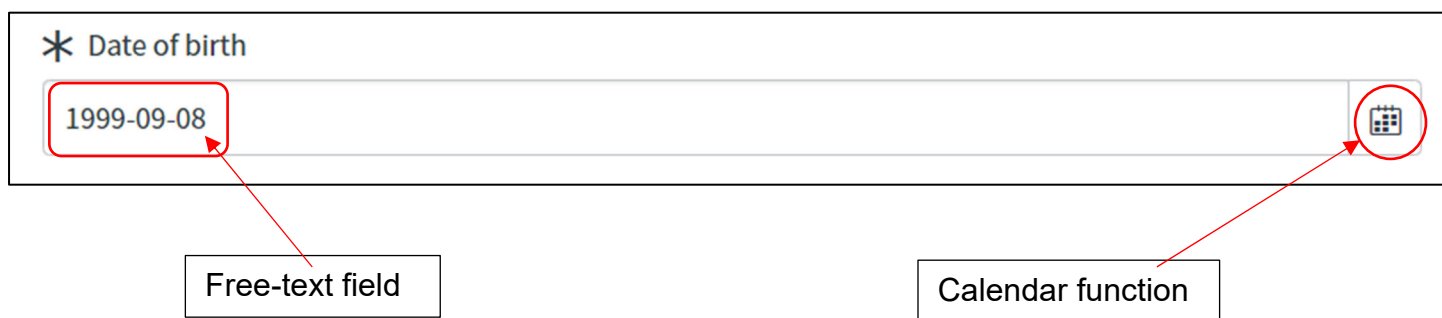
Île-de-France

✳ City of birth

Paris

Date of Birth

- You can click on the Calendar icon or type in the DOB
- DOB must be in Year-Month-Day (YYYY-MM-DD) format (i.e. the example below is September 8th, not August 9th)

✳ Date of birth
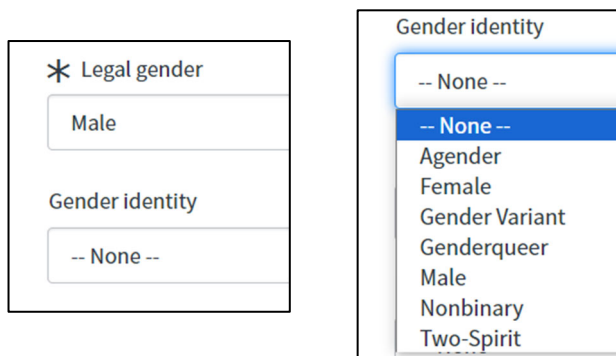
1999-09-08

Free-text field

Calendar function

Gender

- Legal gender is required to be either Female or Male
- If you would like to enter a different Gender identity, you may use the next field to do that, or you can leave it as "—None—"

✳ Legal gender

Male

Gender identity

-- None --

Gender identity

-- None --

-- None --
Agender
Female
Gender Variant
Genderqueer
Male
Nonbinary
Two-Spirit
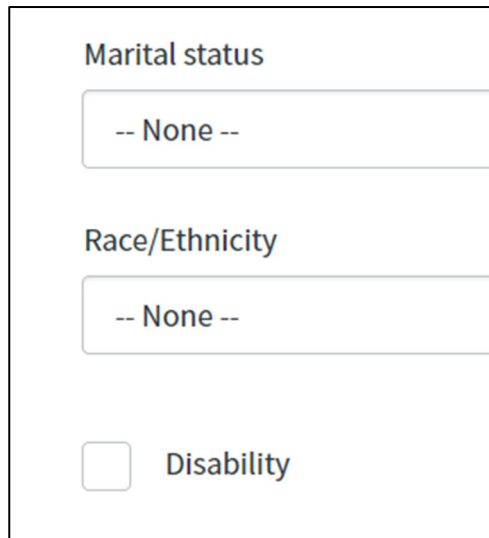
Marital Status, Race/Ethnicity, and Disability are NOT required, but you are welcome to enter them, if you want to.

- If you do not want to enter these, leave them as "—None—"
- If you click the "Disability" checkmark, it will ask you for more information in order to make accommodations for you
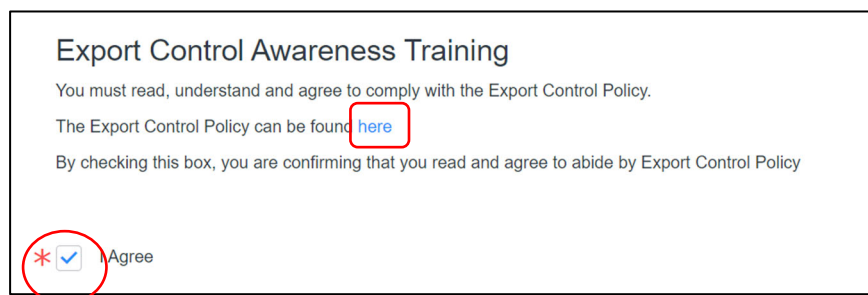
Click "Next" on the bottom right

Export Control Awareness Training

Click on the "Here" button to open the policy

Read the instructions and then click on the box next to "I Agree"

Click "Next" on the bottom right
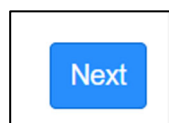
Upload documents

- Uploads need to be in a pdf/jpg/jpeg format. **Do NOT upload a heic** (apple/iphone) format, as we are unable to open these documents in our systems.
- If you area not a Legal Permanent Resident (with a green card), you must upload your passport and Visa documentation
- If you are a Legal Permanent Resident, you can upload your passport or LPR card for the ID and then upload the LPR card for your visa.

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

Your file name and format will then show up to the right of the "Choose File" button and at the bottom of this section

- If you have an I-94 or LPR card, please upload that
- If you are on a short-term visa (ESTA or B-1) and do not have your I-94 yet, please upload your ESTA paperwork or B-1 visa, or a second copy of your passport
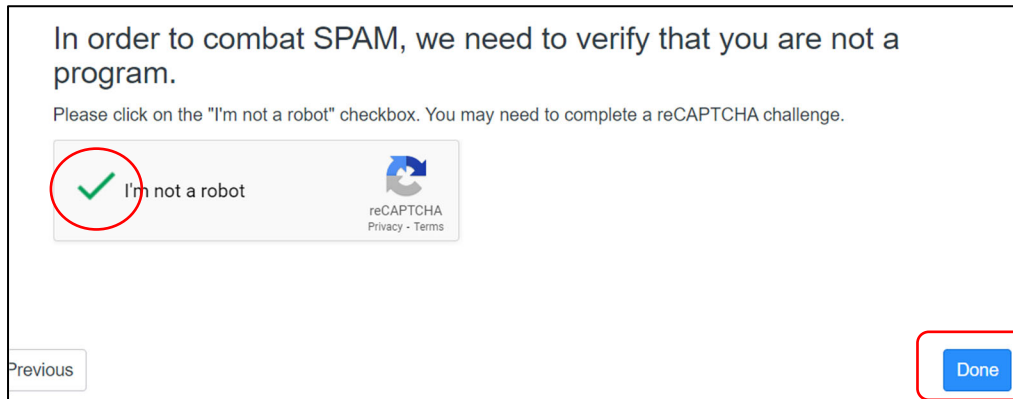
Click "Next" at the bottom right when you are done.

Summary Page

- A summary of responses is shown here
- Click the box next to "I'm not a robot," then click "Done" on the bottom right.

- 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.
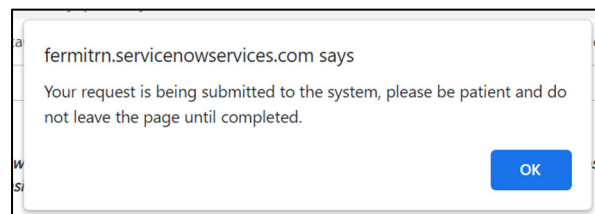
- You should receive an email with the RITM number

- You can check the status of your request at any time by entering the RITM number in our Status Page.

Next Steps and estimated processing times (business days)

- Personal information (1 day), if applicable (see page 8)
- POC approval (1 day), if applicable
    - If the POC is the one who submitted the form, then it will skip this step
- FNAP and EC (2-4 weeks), if applicable
    - Foreign National Access Program (FNAP) review is done if you are a non-US citizen and/or were born outside of the US and are visiting the Village
    - Export Control (EC) review is done if you are a non-US citizen and/or were born outside of the US and are visiting the Village
- FNAP Processing (2-4 days), if visitor is a FN who is visiting the Village
- Informal Invitation Letter (immediately once all applicable approvals/reviews are complete)
    - Fermi ID number
    - Date of approved access
    - QR code to show at the security gate