

**Onsite Access Request Form**  
**For Urgent Short-Term Workers**

This form is to be used for one-day subcontractor access; the subcontractor will need to be escorted by a Fermilab badged individual while onsite.

Click [here](#) to access the form

**\*This form should be filled out by your Fermilab contract person** (i.e. the person who will be escorting you while you are onsite)

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

Email [SOC@fnal.gov](mailto:SOC@fnal.gov) and [Access@fnal.gov](mailto:Access@fnal.gov) with questions on this form.

**Pg.# Step**

- |   |   |
|---|---|
| 2 | Point of Contact & Affiliation            |
| 2 | Visitor Information                       |
| 4 | Supplier                                  |
| 4 | Reason for Visit                          |
| 5 | Onsite Access                             |
| 6 | Order Status                              |
| 6 | Next Steps and Estimated Processing Times |

## 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

- Fill in the following information:
  - First name
  - Middle initial (put NMI if no middle initial/name)
  - Last name
  - Primary email address
  - Primary phone country code
  - Primary phone area code
  - Primary phone number
  - Countries of citizenship (see page 3)
  - Country of birth (see page 3)

☐ Visitor information

\* First name

Julie

\* Middle initial

NMI

\* Last name

Rogers

\* Primary email address

julie@rogersfamily.com

\* Country code

1

\* Area code

630

\* Phone number

8403000

\* Countries of citizenship

\* Country of Birth

\* Countries of citizenship

United Kingdom

Italy

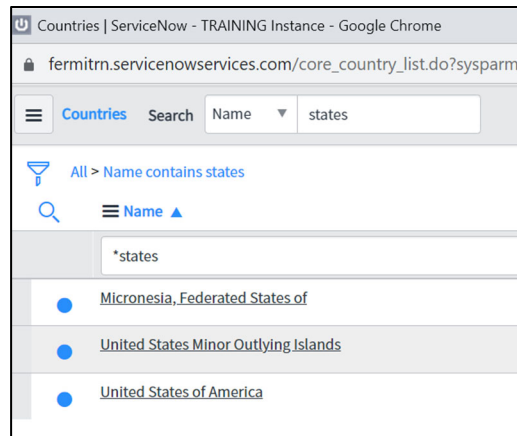
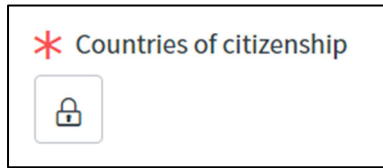
\* Are you a U.S. Legal Permanent Resident (LPR)?

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.

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

No


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

\* Country of Birth


## Supplier


Click on the magnifying glass


Search for the supplier (make sure the search is by name) or choose from the list that pops up











Supplier

 Supplier Info

 More information



Supplier Infos   ServiceNow - TRAINING Instance - Google Chrome				
fermitrn.servicenowservices.com/u_supplier_info_list.do?sysparm_tar				
	Supplier Infos	Search	Name ▼	Search
	All > Name contains whittaker			
	 Code	 ID	 Name ▲	 Country
	Search	Search	*whittaker	Search
	<a href="#">16195-USA</a>	16195	WHITTAKER CONSTRUCTION & EXCAVATING INC	<a href="#">United States of America</a>

## 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

fixing emergency plumbing leak at IARC

## Onsite Access

- You should only choose one date for this access form
- If you will need access for more than one day, please resubmit the subcontractor access request form in order to get a Fermilab ID badge



Onsite access

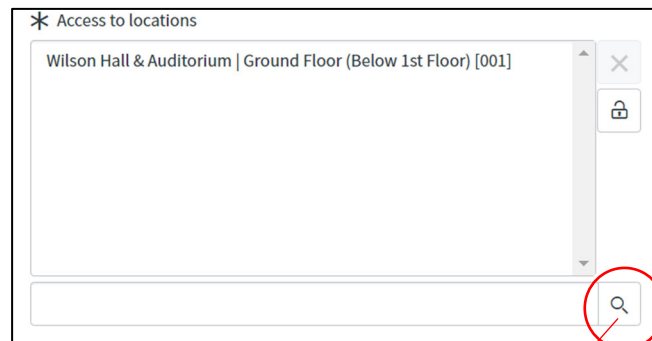
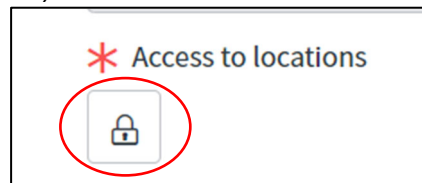
\* From

2023-08-29

To

2023-08-29

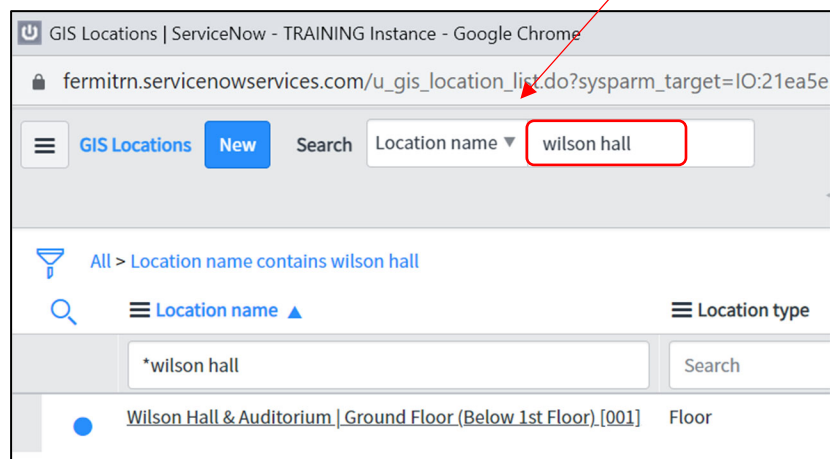
- To open the locations, click on the lock button.
- Then click on the magnifying glass and search for the building location (you can pick multiple locations by repeating this process)



\* Access to locations

Wilson Hall & Auditorium | Ground Floor (Below 1st Floor) [001]

A search bar with a magnifying glass icon is circled in red.



GIS Locations | ServiceNow - TRAINING Instance - Google Chrome

fermitrn.servicenowservices.com/u\_gis\_location\_list.do?sysparm\_target=IO:21ea5e

GIS Locations New Search Location name wilson hall

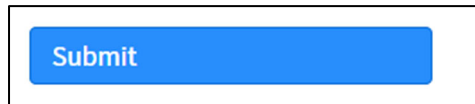
All > Location name contains wilson hall

Location name Location type

\*wilson hall Search

Wilson Hall & Auditorium | Ground Floor (Below 1st Floor) [001] Floor

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



## Order Status

- This page will give you the request number.

Thank you, your request has been submitted

Order Placed: 2023-08-24 09:12:16

Request Number: REQ000000682925 ☆

Estimated Delivery Date of Complete Order: 2023-08-24

**Summary**

[Request for adding onsite access for an active person](#)

- 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](#).

## Next Steps and estimated processing times (business days)

- POC approval (1 day), if applicable
  - If the POC is the one who submitted the form, then it will skip this step
- Security approval (1 day)
- Informal Invitation Letter (immediately after Security approves), which contains:
  - Date of approved access
  - QR code to show at the security gate