

Onsite Access Request Form

For Business Visitors

This form is for visitors who will be onsite at the lab for business purposes (i.e. an event, job interview, etc.), who will not need computing access and who will be onsite for less than 7 days

Please ask your Fermilab Point of Contact or your [Affiliation's Site Access Coordinator](#), if you need help with this form. If you still need help, email SOC@listserv.fnal.gov with questions on this form.

Pg.# Step

- 2 Reason for access request
- 2 Have you previously submitted a form, or have you ever had an ID badge before?
- 4 Reason and Dates of visit
- 7 Personal Information
- 12 Primary Contact Information
- 13 Primary Home Institution
- 14 Acknowledgements
- 15 Upload ID and Visa Documents
- 16 Summary and Submit Page
- 17 Next Steps and Estimated Processing Times

Reason for access:

Choose your worker type from the drop-down menu (see definitions link on our website for more info). Then click “Next”

* Reason for access request

-- None --

-- None --

Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires unescorted/after-hours access

Authorized Guest - Does not generally have business with Fermilab but needs to access facilities such as day care, village housing, or the gym.

Business visitor - Participates in a meeting, conference, review, VIP event, or procurement vendor visit (not active user/affiliate)

Sub-Contractor - Works at Fermilab via a Procurement-managed subcontract with the Fermi Research Alliance.

Next

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

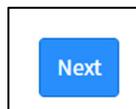
We need to know if you have had access (computing and/or ID badge) with us before so that the systems don't create a duplicate profile and Fermi ID number for you.

If you have had access in the past but do not remember your ID number, please email SOC@listserv.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.”

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

No



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.

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

Yes

* How can we find your previous information?

-- None --

-- None --

Associated Email Address

Associated Phone Number

Your previous Fermilab ID Number

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)

* How can we find your previous information?
Associated Phone Number

* Country code

* Area code

* Associated Phone Number

* How can we find your previous information?
Associated Email Address

* Associated Email Address

* How can we find your previous information?
Your previous Fermilab ID Number

* Your previous Fermilab ID Number

▼ More information
Please include numeric and alphanumeric numbers (e.g. 34356V)

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 SOC@listserv.fnal.gov for help.

Select user

Please select your most recent account

Kim*** Pea*** From 2012-12-10 To Fermilab

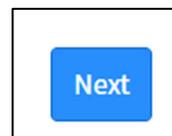
Confirm Cancel

▼ More information

Please include numeric and alphanumeric numbers (e.g. 34356V)

16091N

Click “Next” at the bottom right when you are done



Reason and Dates of Visit

Fermilab Affiliation:

- This is a drop-down menu in alphabetical order.
- If you are unsure of what to choose, please ask your Fermilab Point of Contact
- If you have trouble finding an experiment that you believe should be on this list, email SOC@listserv.fnal.gov for help.

* What Fermilab affiliation will you be visiting? If you are unsure, ask your Fermilab point of contact.

-- None --

Point of contact: this is the Fermilab person who you are here with (i.e. the event coordinator or person you are working with at Fermilab).

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

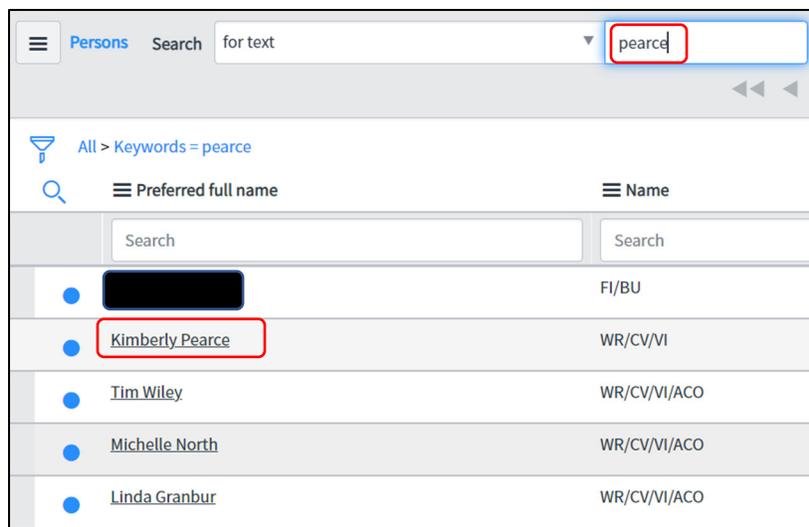
* Point of contact : Your fermilab point of contact is the person affiliated with the lab employee, user, or subcontractor (e.g. your family member)

Click Magnifying Glass 

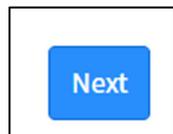
On the screen that pops up, type part of the person's name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person's name to select them.

Click "Next" when you are done.

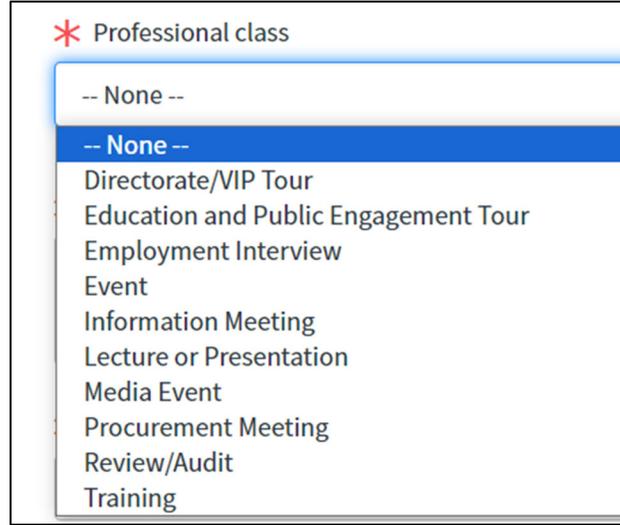


Preferred full name	Name
<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="radio"/> [Redacted]	FI/BU
<input type="radio"/> Kimberly Pearce	WR/CV/VI
<input type="radio"/> Tim Wiley	WR/CV/VI/ACO
<input type="radio"/> Michelle North	WR/CV/VI/ACO
<input type="radio"/> Linda Granbur	WR/CV/VI/ACO



Professional Class

- This is a drop-down menu and is the reason you are coming onsite to Fermilab
- If you do not know the answer to this question, please ask your Fermilab POC

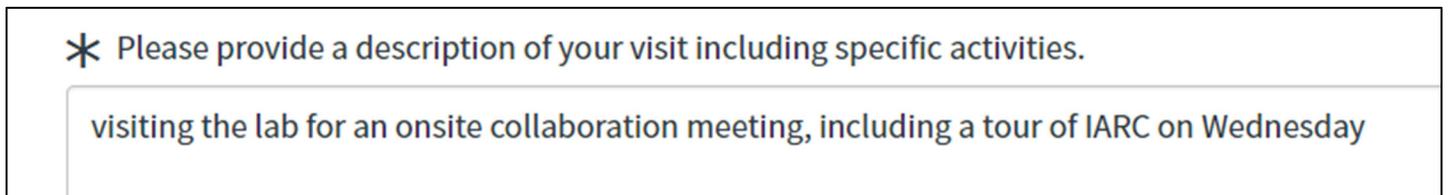


* Professional class

- None --
- None --**
- Directorate/VIP Tour
- Education and Public Engagement Tour
- Employment Interview
- Event
- Information Meeting
- Lecture or Presentation
- Media Event
- Procurement Meeting
- Review/Audit
- Training

Description of activities

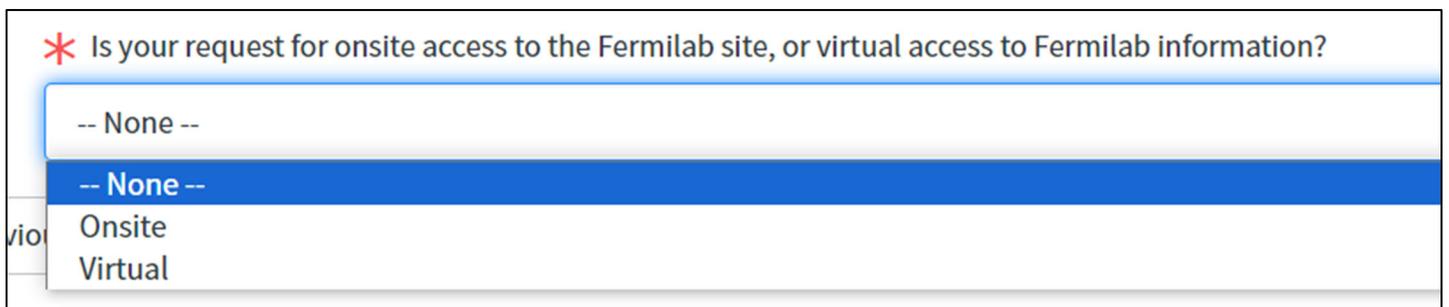
- Be as specific as possible to avoid delays in processing your request



* Please provide a description of your visit including specific activities.

visiting the lab for an onsite collaboration meeting, including a tour of IARC on Wednesday

Are you attending onsite or virtually?



* Is your request for onsite access to the Fermilab site, or virtual access to Fermilab information?

- None --
- None --**
- Onsite
- Virtual

*If you need access for more than 7 days, please click the "Previous" button until you get back to the first screen, and choose "User/Affiliate" for your worker type.

If you are attending virtually, you will only need to enter the dates of access.

- Click on the calendar icon to the right in order to choose the dates

A screenshot of a form with two date selection fields. The top field is labeled '* From' and contains the date '2022-07-27'. The bottom field is labeled '* To' and contains the date '2023-07-27'. Both fields have a calendar icon to their right, which is circled in red.

If you are attending onsite, you will also need to choose which site you will be visiting (Illinois or South Dakota) and what building you will be visiting.

- To choose the building(s) you will be visiting, click on the magnifying glass, then search for the building, and click on the correct location. Repeat this process, if you are going to be visiting more than one building.
- If you do not know what building you are visiting, you can choose “Don’t Know”

A screenshot of a dropdown menu titled '* What Fermilab business site will you be visiting?'. The menu is open, showing options: '-- None --', '-- None --' (highlighted in blue), 'Batavia, Illinois', and 'Lead, South Dakota'.

A screenshot of a search interface titled '* What building will you be visiting?'. It includes a 'More information' section with a link 'Use WH to search for Wilson Hall locations.'. Below is a search input field with a magnifying glass icon circled in red. A red arrow points from this icon to the next screenshot.

A screenshot of search results for the building search. The title is '* What building will you be visiting?'. The search input field contains 'wh'. The results list 'WH ATRIUM' and 'IARC'. A red arrow points from the magnifying glass icon in the previous screenshot to the search input field here.

A screenshot of a web browser showing the 'FermiWorks Locations' search results. The search input field contains 'wh' and is circled in red. The results list 'WH ATRIUM', 'WH 10', 'WH 11E', and 'WH 12W'. A red arrow points from the magnifying glass icon in the previous screenshot to the search input field here.

Click “Next” when you are done.

A blue button with the text 'Next' in white.

Personal Information:

Fill in all the fields on this page that have red asterisks.

Name:

- You must put your LEGAL name, as it appears on your photo ID
- If you also have a preferred name, enter that in the Preferred Name field
- If you do NOT have a preferred name, click the box that says “Use legal name as preferred name”
- 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

Please provide your information.

* Legal First name
Jonathan

* Legal Middle initial
David

* Legal Last name
Smith

Use legal name as preferred name

* Preferred first name
John

* Preferred middle initial
D.

* Preferred last name
Smith

Please provide your information.

* Legal First name
Jonathan

* Legal Middle initial
NMI

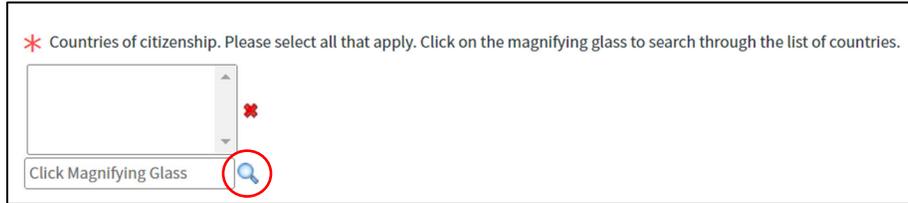
* Legal Last name
Smith

Use legal name as preferred name

NMI = “No Middle Initial”

Enter a preferred name or check the box that says “Use legal name as preferred name”

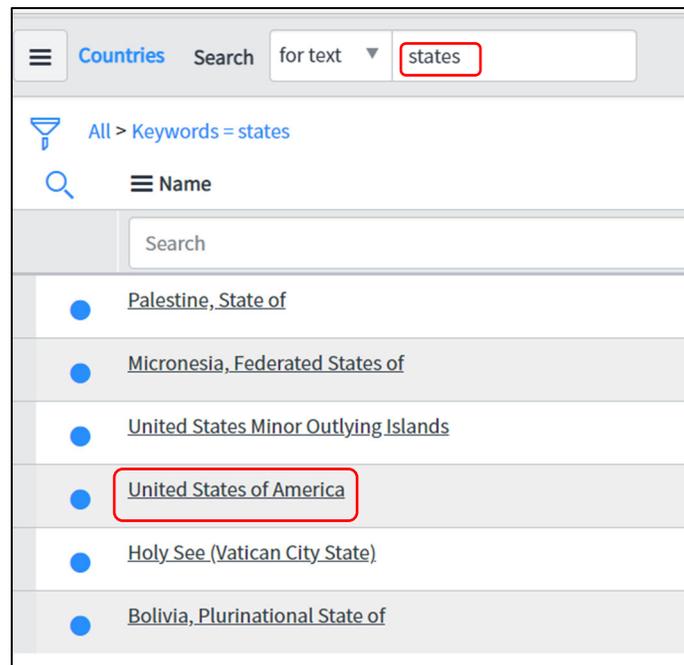
To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.



In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter.

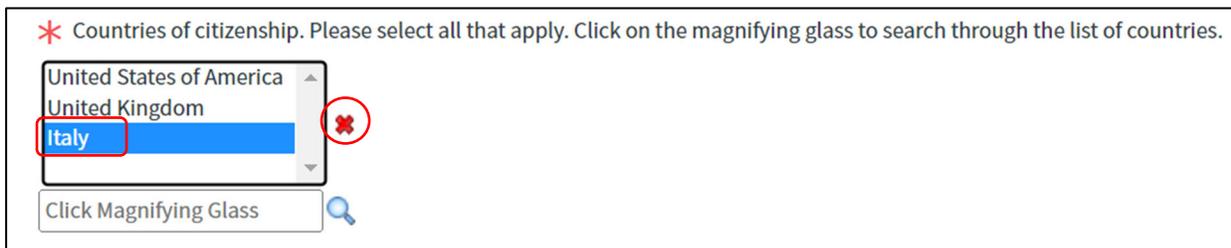
Then click on the country* that you want to select.

*If you are a legal permanent resident (have a green card), do NOT pick United States of America as your country of citizenship.



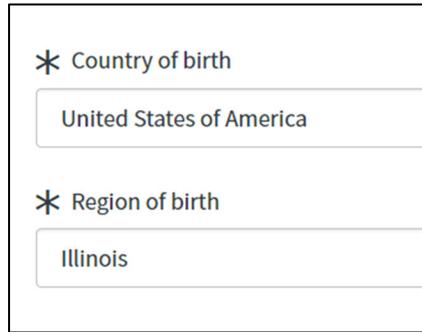
To select another country (for more than one citizenship), click on the magnifying glass again and repeat the above process.

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 a US citizen, you will be asked only for your Country and Region of Birth.

- Country and Region of birth is a drop-down menu in alphabetical order.

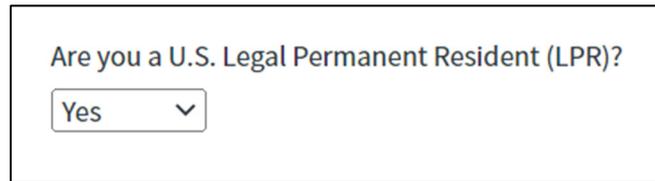


* Country of birth
United States of America

* Region of birth
Illinois

If you are not a US Citizen, you will also need to answer additional questions:

- “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.”

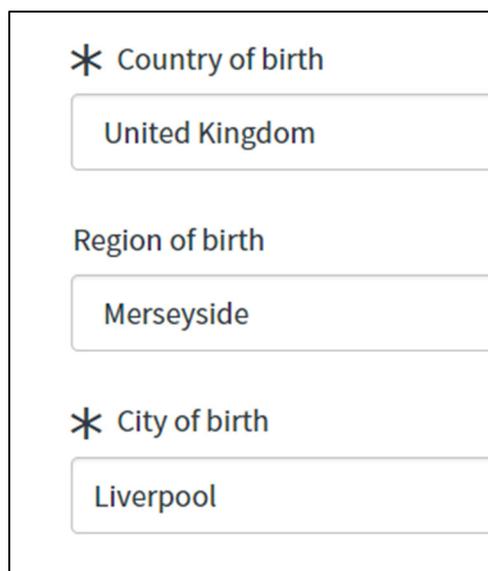


Are you a U.S. Legal Permanent Resident (LPR)?

Yes ▾

At least the Country and City of Birth are required:

- Country and Region of birth is a drop-down menu in alphabetical order.
- City of birth is a free-type field
- Region of birth is only REQUIRED for those born in the US (Region = State), however, if you know the region, please enter it



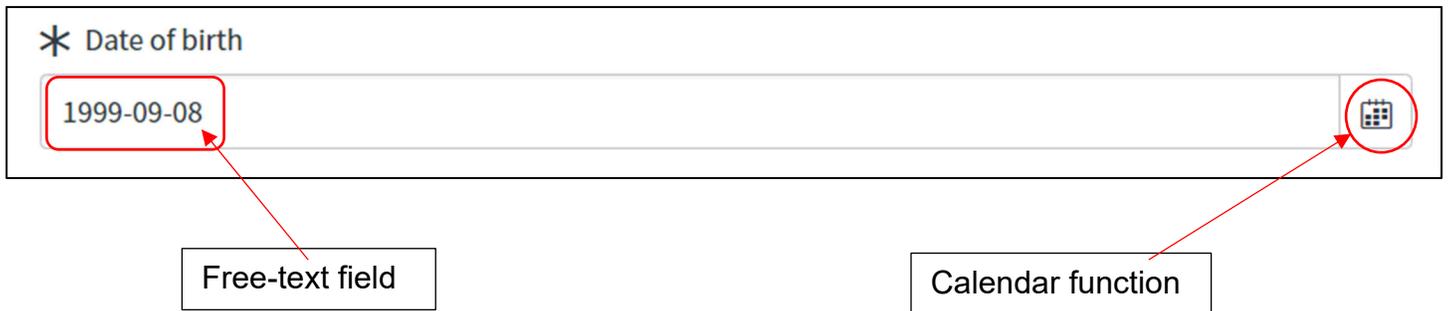
* Country of birth
United Kingdom

Region of birth
Merseyside

* City of birth
Liverpool

Date of Birth

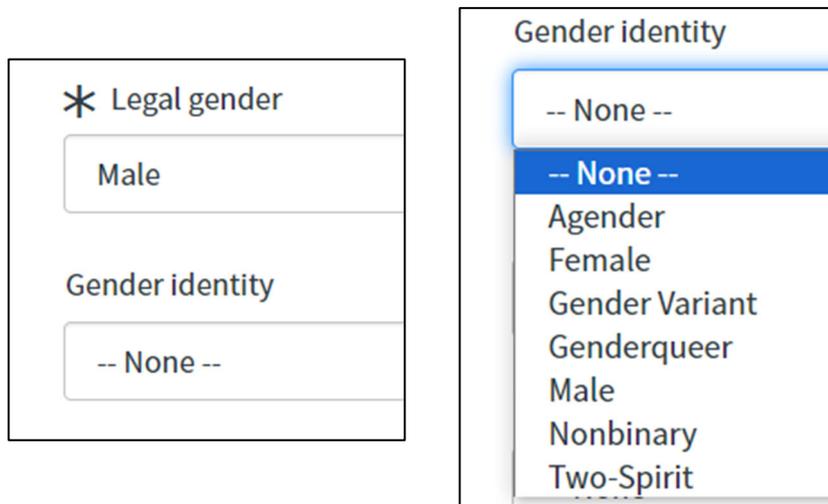
- You can click on the Calendar icon or type in the DOB
- DOB must be in Year-Month-Day (YYYY-MM-DD) format (i.e. the example below is September 8th, not August 9th)



The screenshot shows a form field titled '* Date of birth'. The field contains the text '1999-09-08'. A red box highlights the text, and a red arrow points from a label 'Free-text field' below to it. On the right side of the field, there is a calendar icon, which is also circled in red. A red arrow points from a label 'Calendar function' below to the icon.

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—”



The image shows two form fields and a dropdown menu. The first field is titled '* Legal gender' and contains the text 'Male'. The second field is titled 'Gender identity' and contains the text '-- None --'. To the right, a dropdown menu titled 'Gender identity' is open, showing a list of options: '-- None --', '-- None --', Agender, Female, Gender Variant, Genderqueer, Male, Nonbinary, and Two-Spirit. The second '-- None --' option is highlighted in blue.

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

Marital status

-- None --

Race/Ethnicity

-- None --

Disability

Marital status

Married (United States of America)

Race/Ethnicity

White (Not Hispanic or Latino) (United States of America)

Disability

* Accomodations requested

additional information for accommodations

If you have additional notes, please enter them at the bottom of the page. They are NOT required.

Note

i.e. currently changing legal name...will contact you when I get the paperwork

- Click “Next” at the bottom right when you are done

Next

Primary Contact Information:

Fill in all the fields on this page that have red asterisks.

Email address:

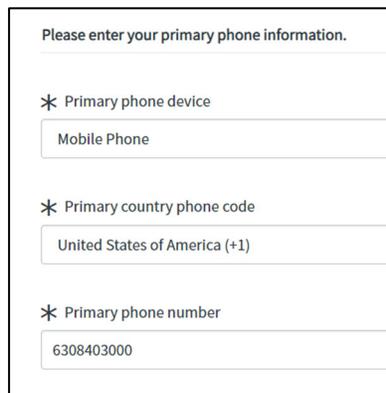
- You cannot use an email address that someone else is already registered with (i.e. contractors must have their own individual email address and cannot use the general company address)
- All future correspondence regarding your access will go to this email address so *please make sure it is correct!*
- If you are new, you will have to type the email address twice to confirm that it is correct



A screenshot of a web form for email address confirmation. It contains two required fields, each marked with a red asterisk. The first field is labeled '* Primary email address' and contains the text 'test123@gmail.com'. The second field is labeled '* Confirm primary email address' and also contains the text 'test123@gmail.com'.

Phone number

- Please enter the type of phone (i.e. mobile, landline, etc.) as well as the country code and the phone number
- The phone device and country code fields are drop-down menus in alphabetical order
- The primary phone number* is a free-type field
 - *phone numbers must match the format for the country; you will get an error message if the phone number is not recognized as correct for that country



A screenshot of a web form for primary phone information. It starts with the instruction 'Please enter your primary phone information.' followed by three required fields, each marked with a red asterisk. The first field is '* Primary phone device' with a dropdown menu showing 'Mobile Phone'. The second field is '* Primary country phone code' with a dropdown menu showing 'United States of America (+1)'. The third field is '* Primary phone number' with a text input containing '6308403000'.

Primary Home Institution

Do NOT check the box next to “Please check box if you are a member of the public or have no home institution or employer” unless you are coming onsite for an employment/job interview. Otherwise, you MUST have a home institution / employer in order to come onsite.

Please check box if you are a member of the public or have no home institution or employer

The Home Institution / employer 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

▶ More information

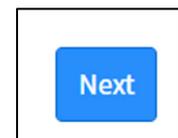
🔍 i

Home Institutions New Search for text california 1 to 83 of 83

All > Keywords = california

Name	Full legal name	Country
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
University of California - Irvine	University of California - Irvine	United States of America
California Institute of Technology	California Institute of Technology	United States of America
The Regents of the University of California	The Regents of the University of California	United States of America
University of California - Los Angeles	University of California - Los Angeles	United States of America
University of California - Davis	University of California - Davis	United States of America

Click “Next” at the bottom right when you are done.



Acknowledgements

Click on the “here” link to open the policy

Read the policy and instructions, then click the box to the left of “I agree”

Community Standards Agreement

You must read, understand and agree to comply with the Fermilab statement of Community Standards.

The Statement of Community Standards can be found [here](#).

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 agree to abide by Fermilab's Statement of Community Standards and that you acknowledge that your information may be shared with DOE.

I Agree

Export Control Awareness Training

You must read, understand and agree to comply with the Export Control Policy.

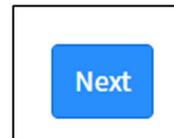
The Export Control Policy can be found [here](#).

By checking this box, you are confirming that you read and agree to abide by Export Control Policy

I Agree

Click here to
open the policy

Click “Next” at the bottom right when you are done.



Upload documents

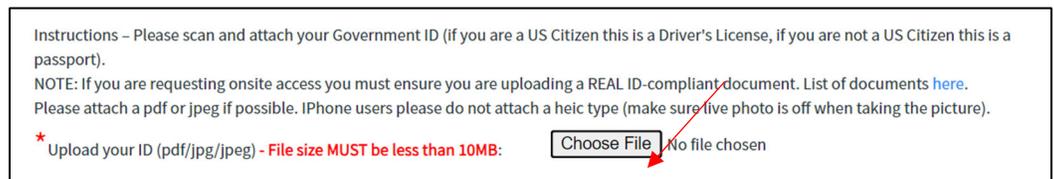
- Uploads need to be in a pdf/jpg/jpeg format. **Do NOT upload a heic** (apple/iphone) format, as we are unable to open these documents in our systems.
- You must upload a valid (unexpired) government-issued photo ID
 - If you are a non-US citizen and are not a Legal permanent Resident, please upload your passport.
 - If you are a non-US citizen and are a Legal Permanent Resident, you can upload your LPR card or passport
 - If you are a US citizen, please upload a [REAL ID](#) (click on the link to see all REAL ID options)
 - Choose the ID type that best describes the ID you are uploading (i.e. a US state driver's license would be a Government ID)

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

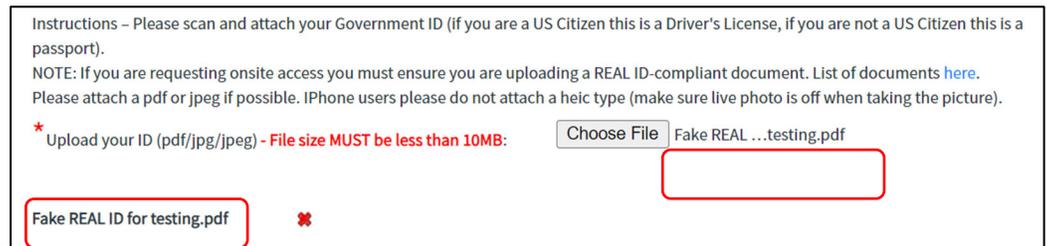
Your file name and format will then show up to the right of the "Choose File" button and at the bottom of this section



A dropdown menu titled "ID Type" with a red asterisk icon. The menu is open, showing options: "-- None --", "Passport ID", "National ID", and "Government ID". The "Government ID" option is highlighted in blue.



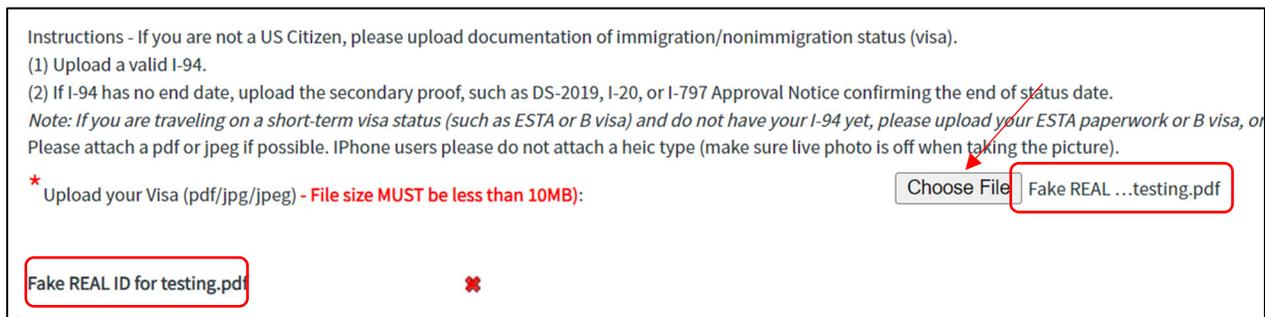
Instructions – Please scan and attach your Government ID (if you are a US Citizen this is a Driver's License, if you are not a US Citizen this is a passport).
NOTE: If you are requesting onsite access you must ensure you are uploading a REAL ID-compliant document. List of documents [here](#).
Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).
* Upload your ID (pdf/jpg/jpeg) - File size MUST be less than 10MB: No file chosen



Instructions – Please scan and attach your Government ID (if you are a US Citizen this is a Driver's License, if you are not a US Citizen this is a passport).
NOTE: If you are requesting onsite access you must ensure you are uploading a REAL ID-compliant document. List of documents [here](#).
Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).
* Upload your ID (pdf/jpg/jpeg) - File size MUST be less than 10MB: Fake REAL ...testing.pdf
 *

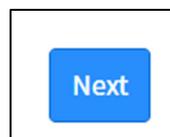
If you are a non-US citizen, you will also need to upload your visa status documentation.

- 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



Instructions - If you are not a US Citizen, please upload documentation of immigration/nonimmigration status (visa).
(1) Upload a valid I-94.
(2) If I-94 has no end date, upload the secondary proof, such as DS-2019, I-20, or I-797 Approval Notice confirming the end of status date.
Note: If you are traveling on a short-term visa status (such as ESTA or B visa) and do not have your I-94 yet, please upload your ESTA paperwork or B visa, or a second copy of your passport.
Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).
* Upload your Visa (pdf/jpg/jpeg) - File size MUST be less than 10MB): Fake REAL ...testing.pdf
 *

Click "Next" at the bottom right when you are done.



A blue rectangular button with the word "Next" in white text.

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.



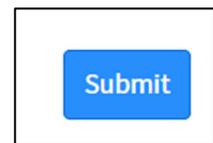
Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here

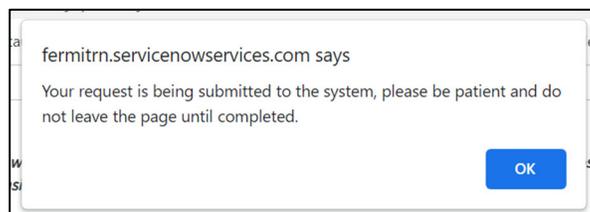
Click the box next to "I'm not a robot," then click the "Submit" button.

In order to combat SPAM, we need to verify that you are not a program.
Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

I'm not a robot 



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.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.

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)
- FNAP and EC if applicable (2-4 weeks)
 - Foreign National Access Program (FNAP) review is done if you are a non-US citizen and/or were born outside of the US
 - Export Control (EC) review is done if you are a non-US citizen and/or were born outside of the US
- FNAP Processing (2-4 days)*
 - *If you are traveling on a short-term visa (ESTA or B-1), this process will not be completed until you are in the US and have been issued an I-94 by Customs and Border Patrol
- Informal Invitation Letter (immediately after FNAP processing), which contains:
 - Fermi ID number
 - Dates of approved access
 - QR code to show at the security gate