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.

***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.

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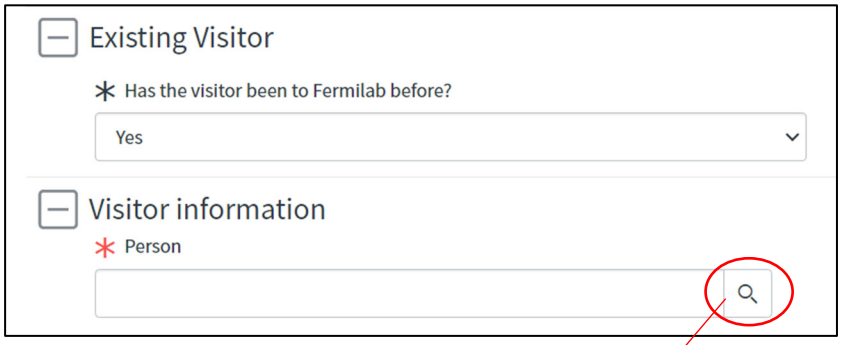
Point of Contact & Affiliation

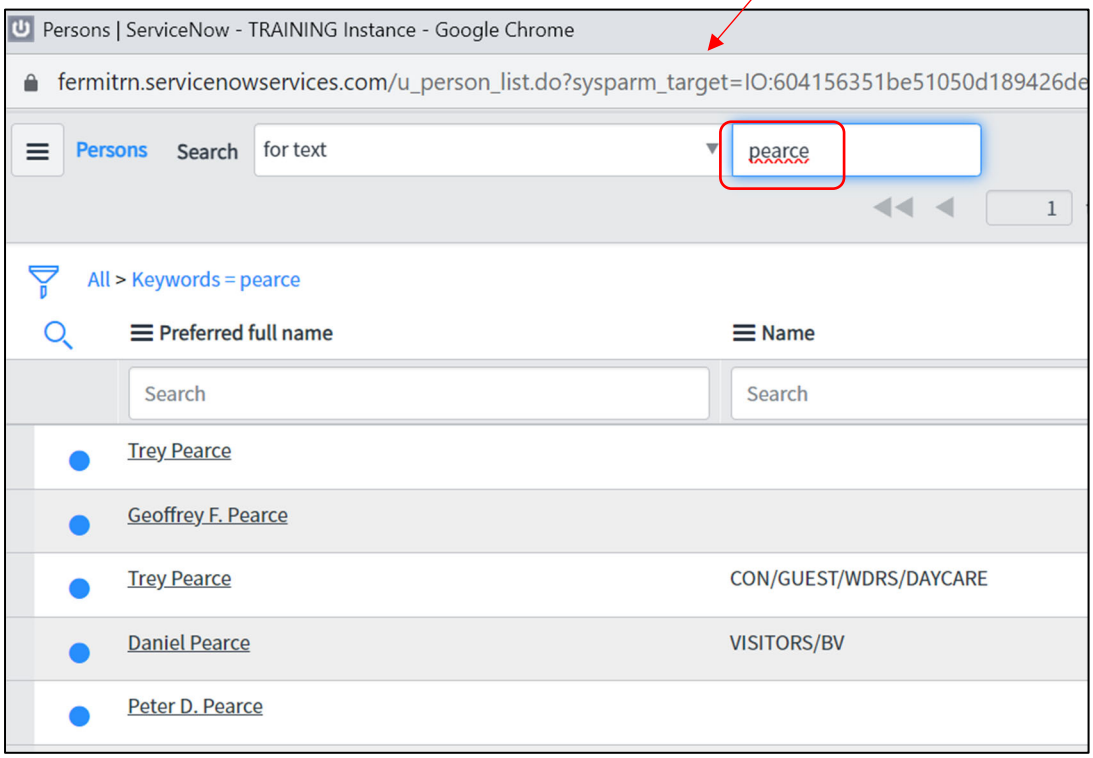
- These will auto-populate with the person who is filling out the form and that person's affiliation.
- You do not need to do anything with these fields

Visitor Information

If the person has been to Fermilab before:

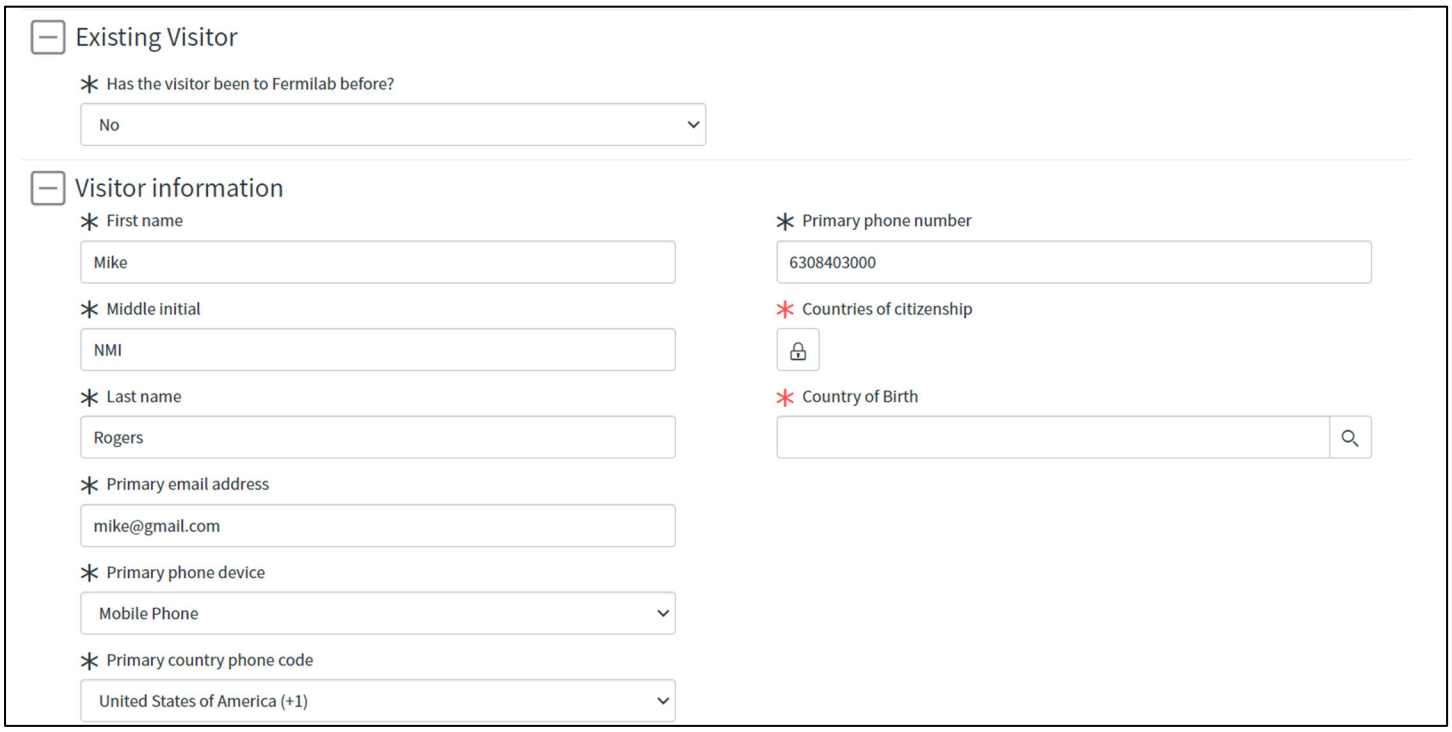
- Answer "Yes" to this question
- Then click the Magnifying glass to the right of the "Person" field
- Search for the person's name in the screen that pops up and pick the correct person from the search results list
- You will still need to fill in any missing information such as middle name, email address,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

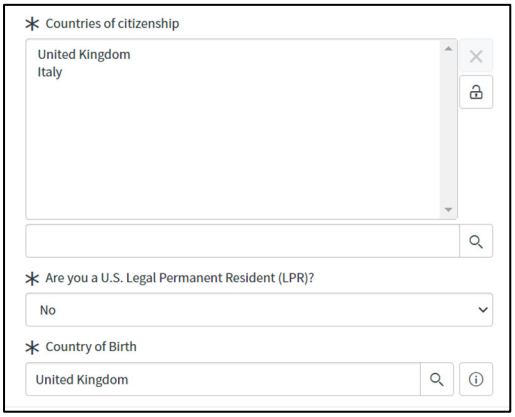




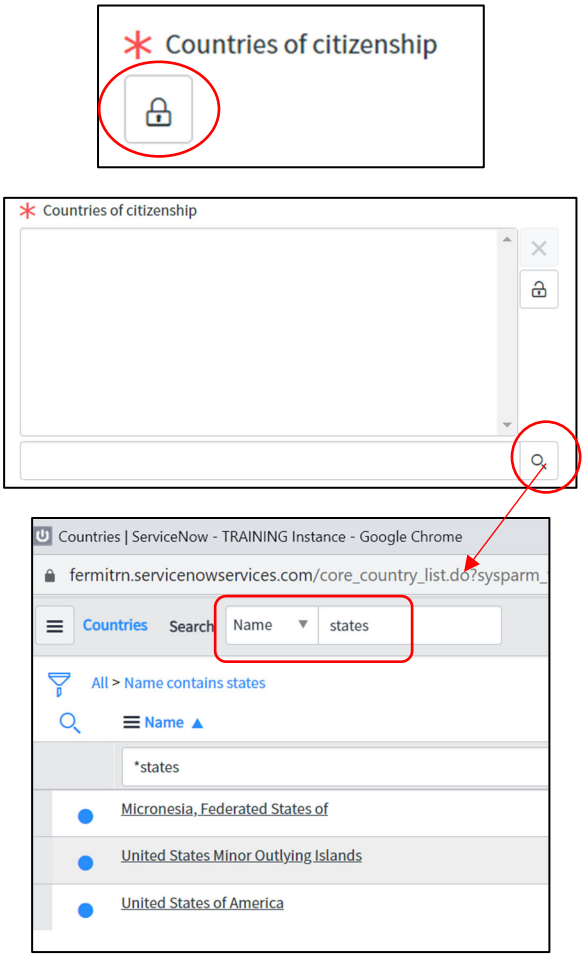
If the person has never been here before:

- 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)



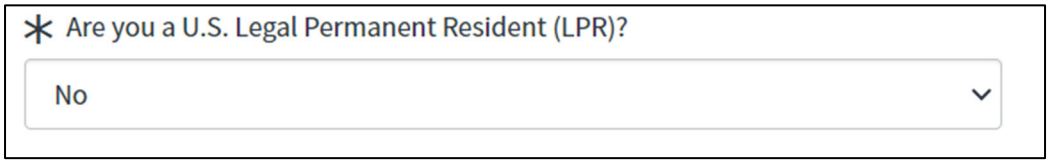


- To open the Countries of citizenship, click on the lock button
- Then click the magnifying glass and search for the country (you can pick multiple countries by repeating this process)



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

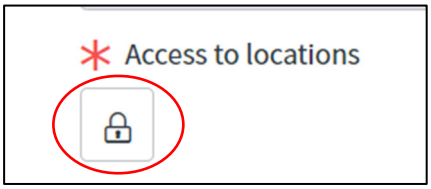
Reason for Visit

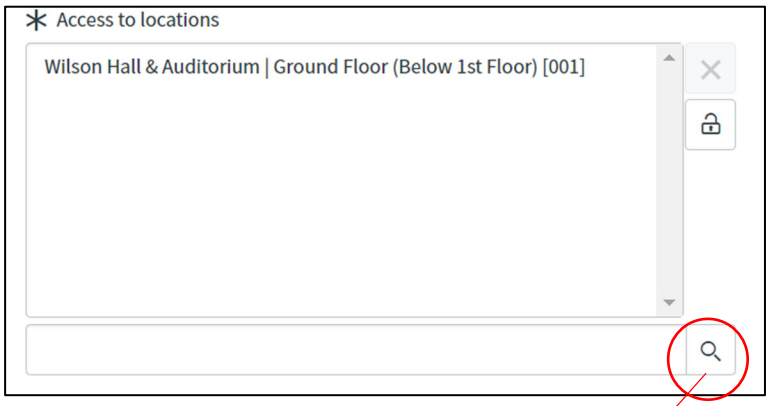
Please give as much detail as possible in order to prevent a delay in the approval process

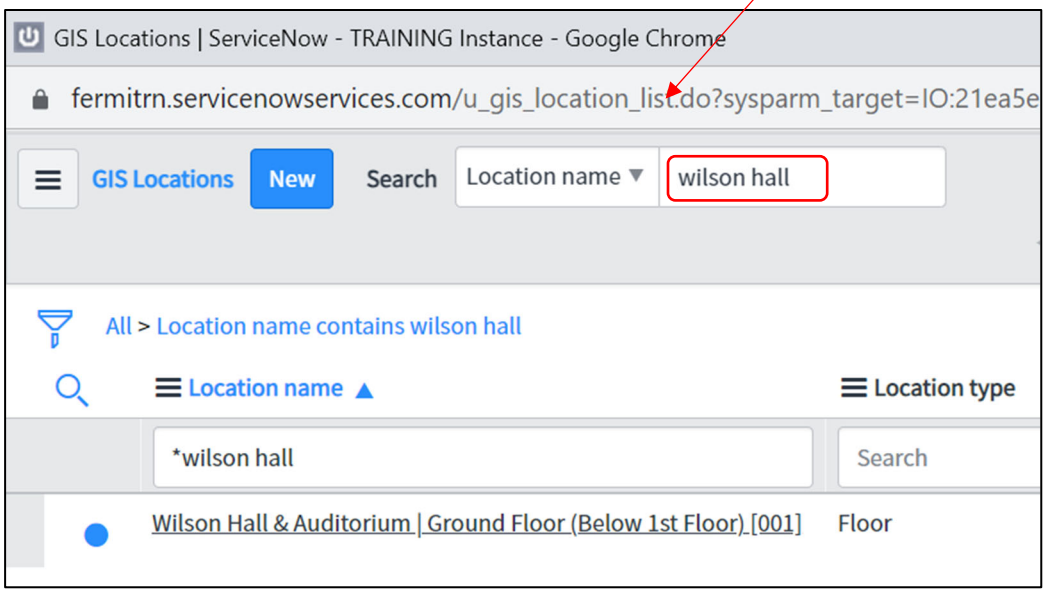
Onsite Access

- 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.

- 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)

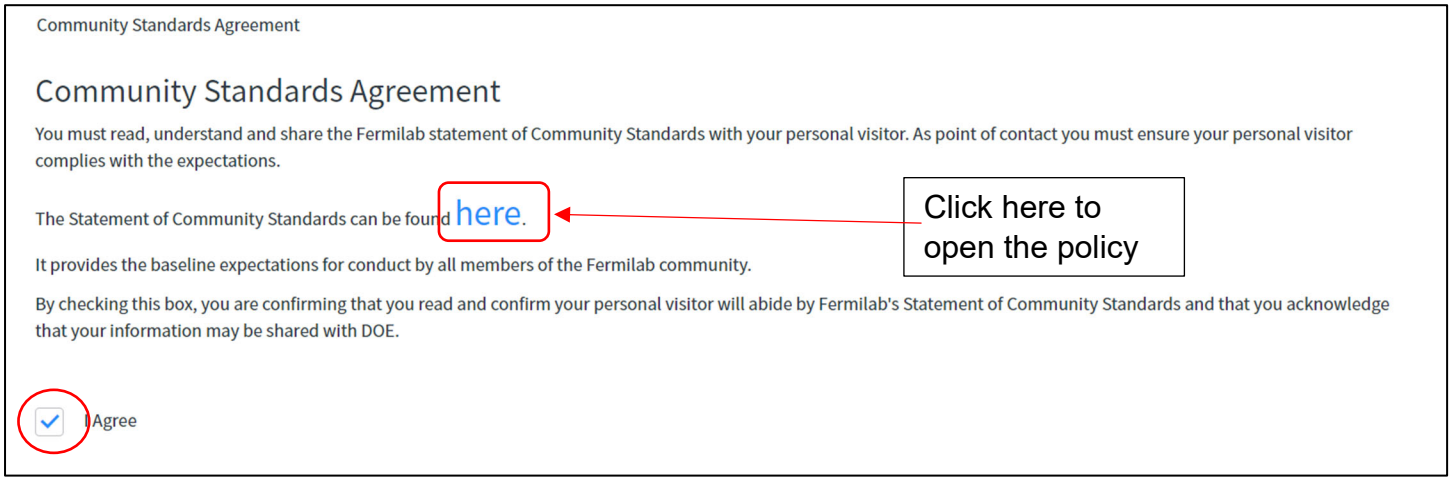




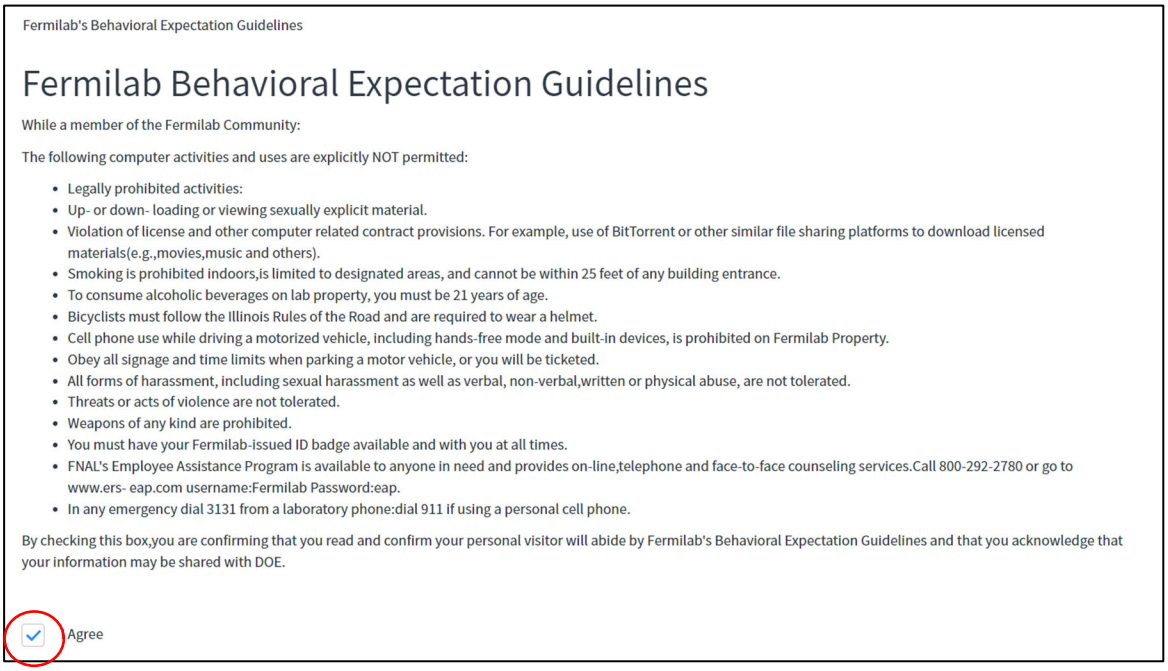


Acknowledgements

- 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”



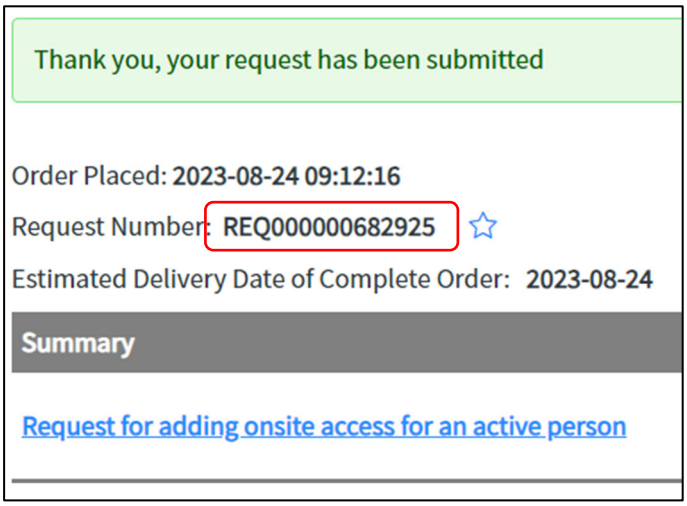
Read the Behavioral Expectations and instructions, then click the box next to “I agree”



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

Order Status

- This page will give you the request number.

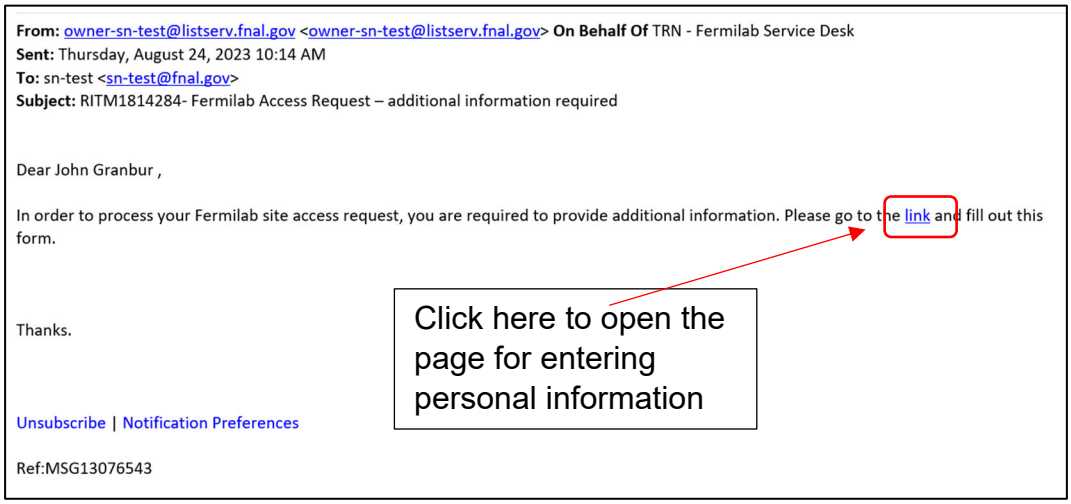


- You should also receive an email with the RITM number.

- 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

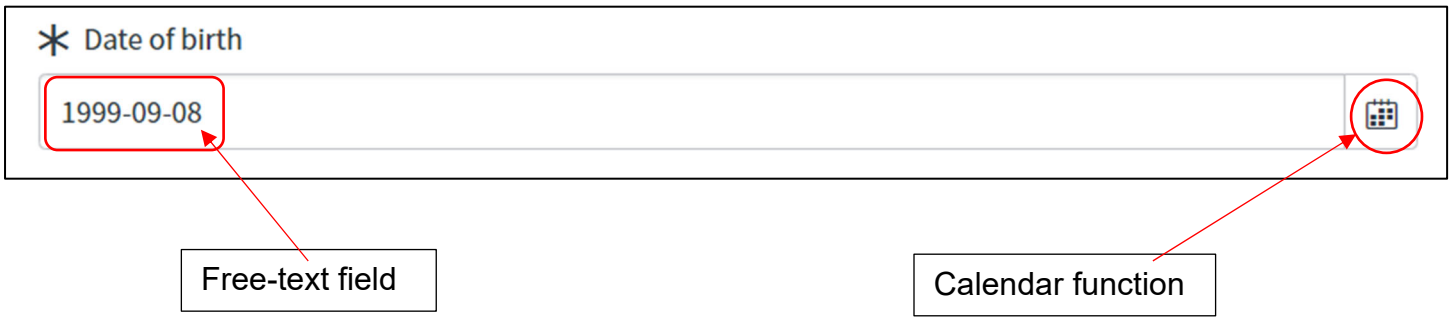


The personal visitor will need to fill out the following information:

- 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)

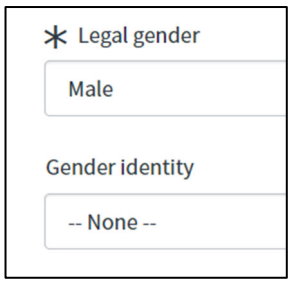
Date of Birth

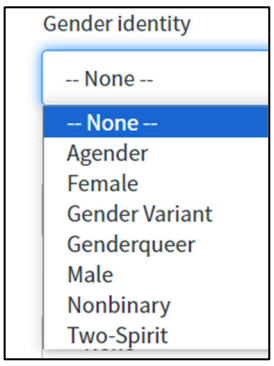
- You can click on the Calendar icon or type in the DOB
- DOB must be in Year-Month-Day (YYYY-MM-DD) format (i.e. the example below is September 8th, not August 9th)



Gender

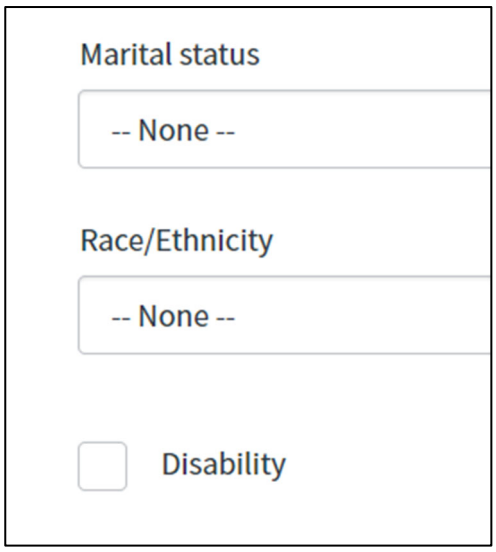
- Legal gender is required to be either Female or Male
- If you would like to enter a different Gender identity, you may use the next field to do that, or you can leave it as "—None—"

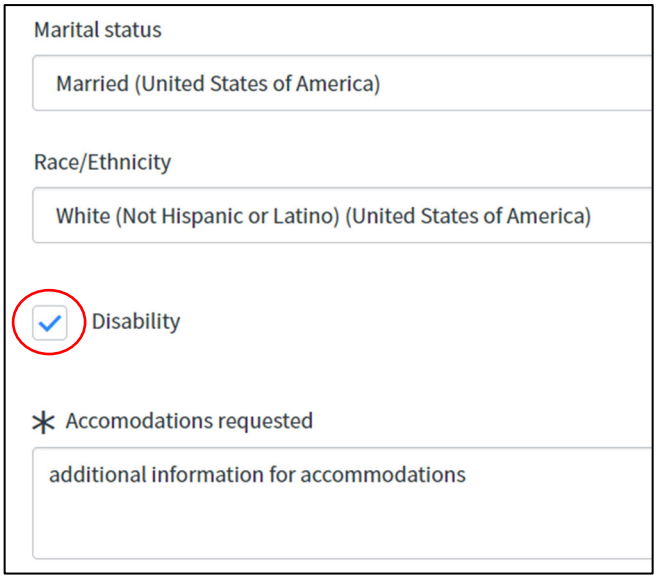




Marital Status, Race/Ethnicity, and Disability are NOT required, but you are welcome to enter them, if you want to.

- 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



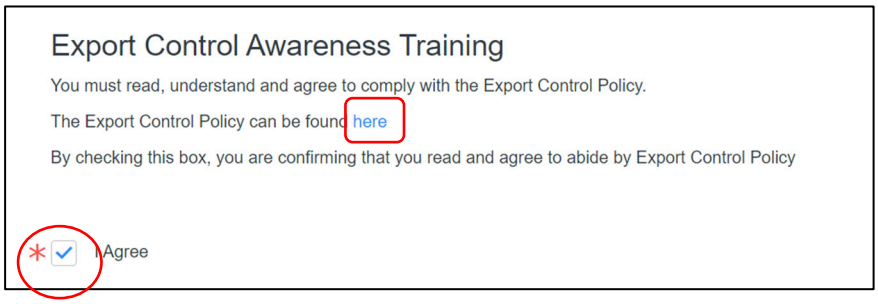


Click "Next" on the bottom right

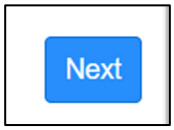
Export Control Awareness Training

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

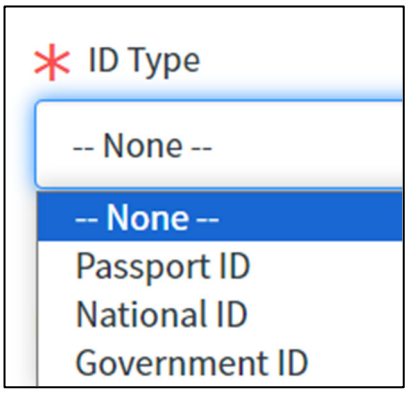


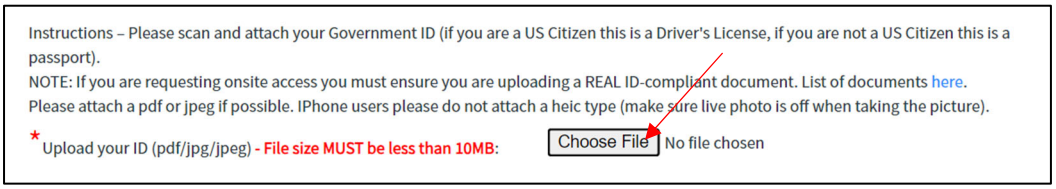
Upload documents

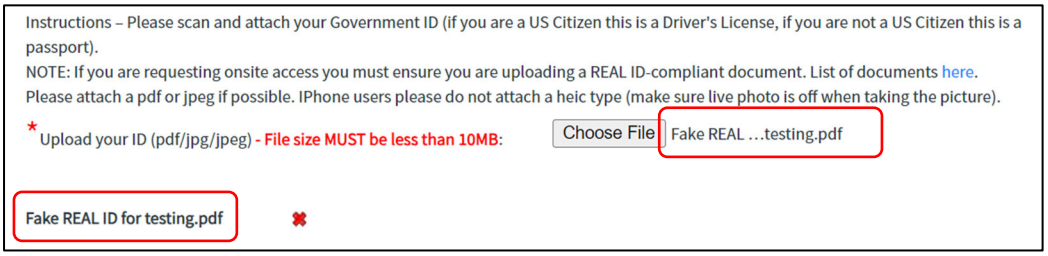
- Uploads need to be in a pdf/jpg/jpeg format. **Do NOT upload a heic** (apple/iphone) format, as we are unable to open these documents in our systems.
- If you area not a Legal Permanent Resident (with a green card), you must upload your passport and Visa documentation
- If you are a Legal Permanent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

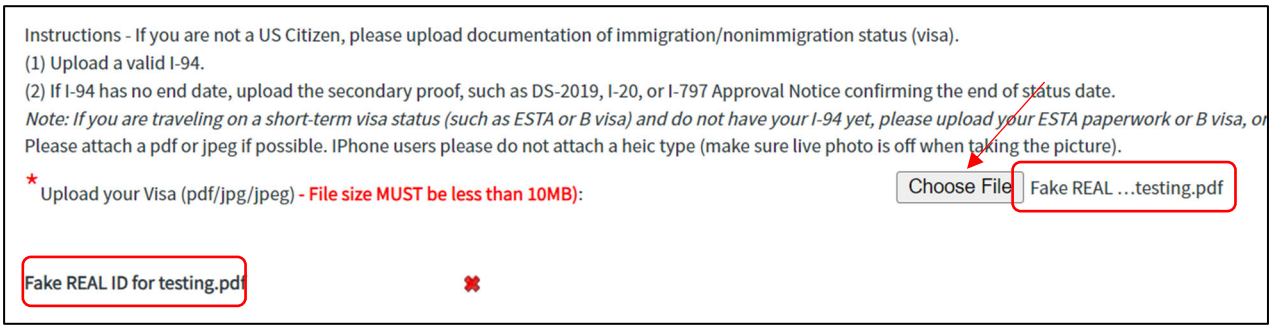
Your file name and format will then show up to the right of the “Choose File” button and at the bottom of this section



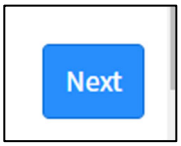




- If you have an I-94 or LPR card, please upload that
- If you are on a short-term visa (ESTA or B-1) and do not have your I-94 yet, please upload your ESTA paperwork or B-1 visa, or a second copy of your passport

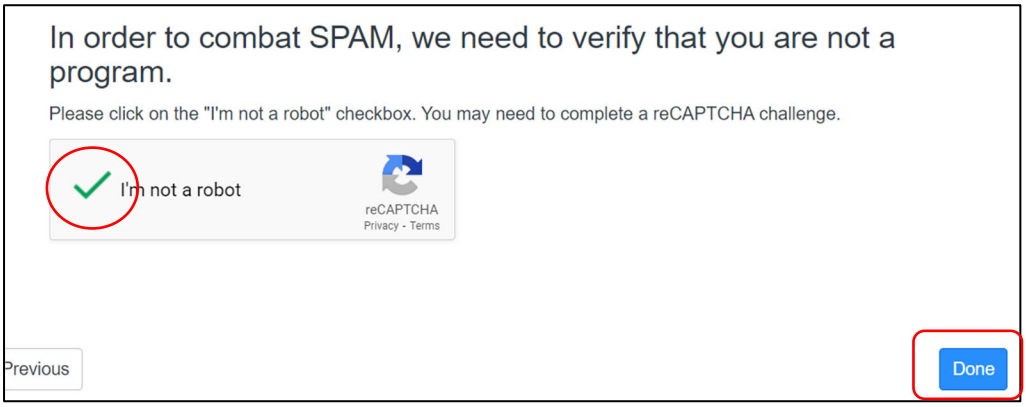


Click “Next” at the bottom right when you are done.

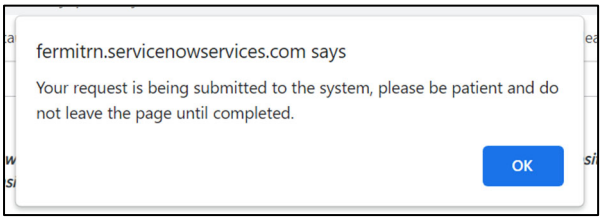


Summary Page

- 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