Computing and Onsite Access Request Form
For Subcontractors

This form is for Subcontractors who need computing access (new or renewing) and/or an ID badge (new or renewing)

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 CampusAccess@fnal.gov with questions on this form.

Pg.#  Step

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Reason for access:

Choose your worker type from the drop-down menu (see definitions link on our website for more info). 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?

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” at the bottom right when you are done.
Affiliation and Dates of Access:

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](mailto:CampusAccess@fnal.gov) for help.
Are you performing research?

- Your answer to this question will determine what other information we need in order to process your request.

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” on the bottom right when you are done.
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 or the expiration date of your PO (whichever is shorter) 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 or the expiration date of your PO (whichever is shorter) for the date range
- 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” on the bottom right when you are done.
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

NMI = “No Middle Initial”
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 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.”

At least the Country and City of Birth are required:

- Country and Region of birth are 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

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

**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
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

Primary Address

- This should be your mailing address
- The Address country is a drop-down menu in alphabetical order
- The primary address line 1 cannot be more than 24 characters long
- The format of the required fields will change depending on the country (i.e. the “state” is only available for US addresses while “regions” are available for other countries)

- Click “Next” at the bottom right when you are done
If you want to enter an additional mailing address, phone number, or email address, you can enter this on this page, but it is not required.

- Click “Next” at the bottom right 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” at the bottom right when you are done.
Foreign Government Disclosure

*You will only be asked this question if you answered “Yes” to the question “are you performing research”*

If you answer “no,” you can just click “Next” at the bottom right.

If you answer “Yes,” additional questions will pop open; you are required to answer these questions in order to move to the next step.

Is the foreign government-sponsored talent recruitment program directly or indirectly associated with China (including Hong Kong), North Korea, Russia, or Iran? If so, identify the country.

- None
- China (including Hong Kong)
- Iran
- North Korea
- Russia
- Other
If you click “Other” for the answer to the second question

- You will need to click the magnifying glass on the country selection box that pops up, and then search for and choose the correct country.
- If you need to remove a country and start over, select the country and click the red X

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”
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 an LPR, please upload your passport*, if possible.
    - *If you requested onsite dates and are not a Legal Permanent Resident, we will need your passport
    - *If you requested onsite dates and are a Legal Permanent Resident, you can upload your LPR card
    - *If you are not requesting onsite dates and do not have a passport, you may upload another form of government-issued photo ID, such as a national ID, driver’s license, etc.
  - If you are a US citizen, please upload a passport* or driver’s license*.
    - *If you requested onsite access, please upload a REAL ID (click on the link for more info on 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
If you are under 18 years of age

- You will need to print the “consent for medical treatment of a minor child” form.
- Your parent/guardian will need to sign it
- You can upload it to this page, or bring the signed copy in with you to your badging appointment
- Please upload in a pdf/jpg/jpeg format.

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.
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.

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)
- Contingent Coordinator review (1-2 days)
- Affiliation approval (1 day)
- FNAP, EC, and OGC Review (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
  - Export Control (EC) review is done if you are a non-US citizen and/or were born outside of the US
  - Office of General Counsel (OGC) review is done if you answered “Yes” to the foreign government legal disclosure
- Campus Access Processing (2-4 days)
- Baseline Computing Accounts (2-3 days), if you requested computing access
- Informal Invitation Letter (immediately once Campus Access Processing or baseline accounts are done, if computing access was requested), which contains:
  - Fermi ID number
  - Dates of approved access
  - Instructions on how to schedule a badging appointment (if you are coming onsite)
  - QR code to show at the security gate (if you are coming onsite – you must have a badge appointment in order for this QR code to allow you through the gate)
- You will receive a badge appointment confirmation at 6:00pm CST the evening before your appointment
  - If you do not already have an unexpired blue card (training date must be within the past 2 years) from contractor orientation, you must attend contractor safety training/orientation at 7:30am the morning of your appointment. Email Gert@fnal.gov to verify where the training will be located that day.
  - Make sure to bring the correct documents to your appointment