

Onsite Access Request Form

For Event Visitors

This business visitor access request form will be submitted as part of your event registration through Indico.

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

Pg.# Step

- 2 Required task for Site Access and Badging
- 2 Personal Information
- 4 Export Control Awareness Training
- 5 Upload ID and Visa Info
- 6 Summary Page
- 7 Next Steps and estimated processing times

Required task for Site Access and Badging

Once you complete your Indico registration, if you are a non-US citizen, a screen will pop up to inform you that we require additional information for the Site Access and Badging process.

- Click on “Required Task” to enter this information

Site Access and Badging

You have unfinished tasks required to complete your registration:

- [Required Task](#)

Please click on the provided links to complete them.

OK

Personal Information

You will need to fill out the following information:

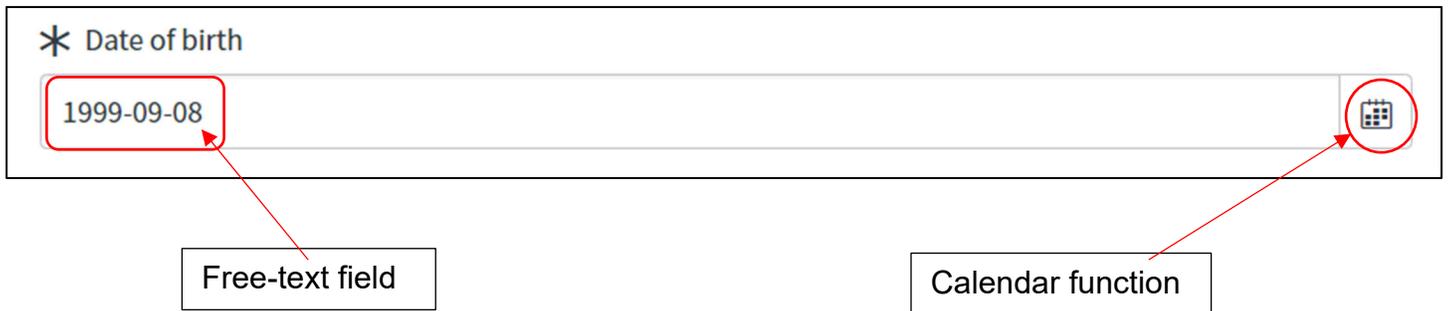
- Region of birth (drop-down menu in alphabetical order) is not required, however, if you know the region, please enter it
- City of birth (free-text field)

Region of birth

* City of birth

Date of Birth

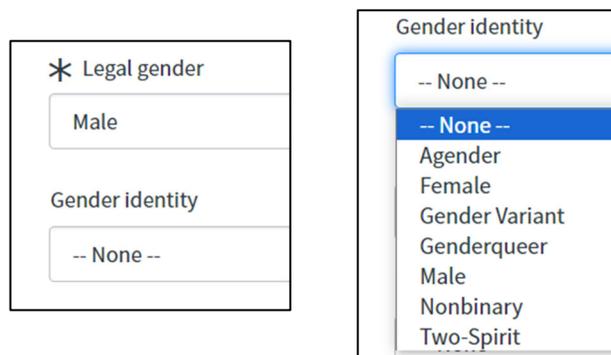
- You can click on the Calendar icon or type in the DOB
- DOB must be in Year-Month-Day (YYYY-MM-DD) format (i.e. the example below is September 8th, not August 9th)



The screenshot shows a form field titled '* Date of birth'. The input 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 input 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 screenshot shows two form fields. The first field is titled '* Legal gender' and has a dropdown menu with 'Male' selected. The second field is titled 'Gender identity' and has a dropdown menu with '-- None --' selected. The dropdown menu for 'Gender identity' is open, showing a list of options: '-- None --', Agender, Female, Gender Variant, Genderqueer, Male, Nonbinary, and 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

Marital status

-- None --

Race/Ethnicity

-- None --

Disability

Marital status

Married (United States of America)

Race/Ethnicity

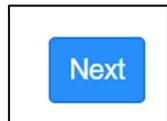
White (Not Hispanic or Latino) (United States of America)

Disability

* Accomodations requested

additional information for accommodations

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”

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 “Next” on the bottom right

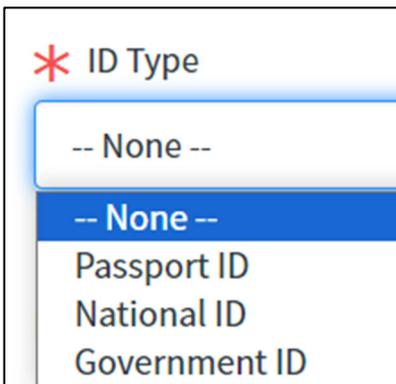


Upload documents

- 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 are 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



* ID Type

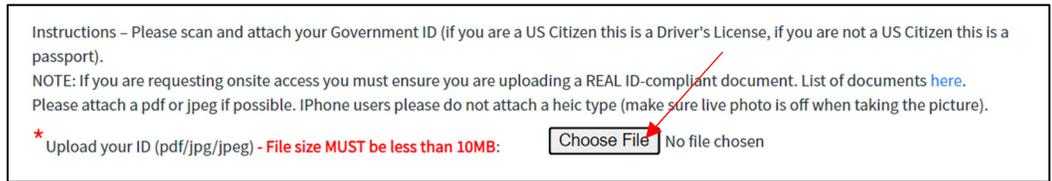
-- None --

-- None --

Passport ID

National ID

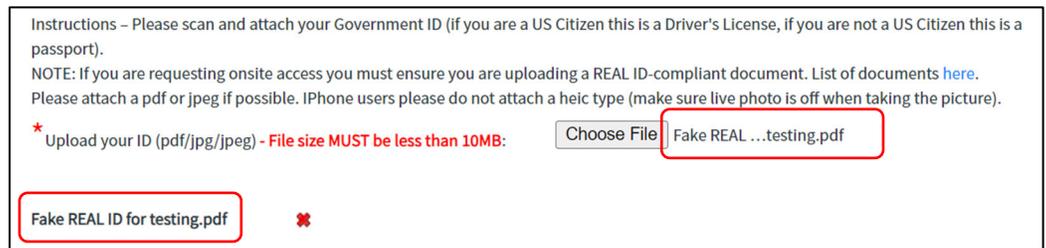
Government ID



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



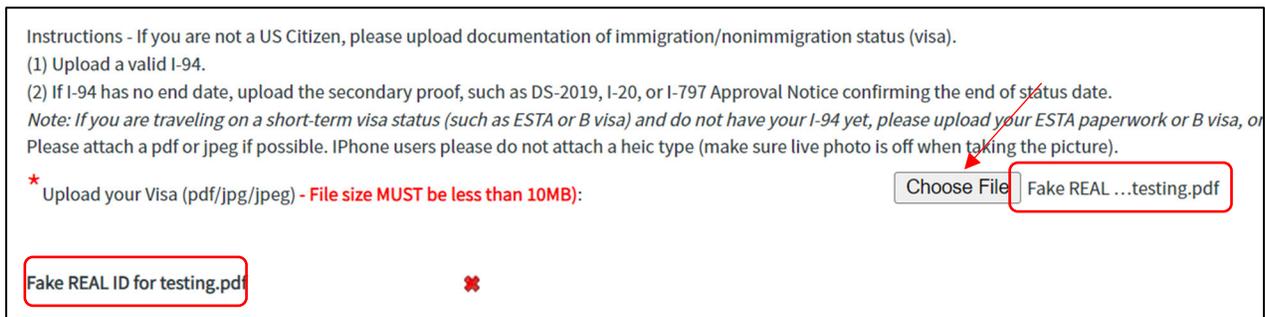
Instructions – Please scan and attach your Government ID (if you are a US Citizen this is a Driver's License, if you are not a US Citizen this is a passport).

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

Fake REAL ID for testing.pdf *

- 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.

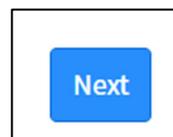
Note: If you are traveling on a short-term visa status (such as ESTA or B visa) and do not have your I-94 yet, please upload your ESTA paperwork or B visa, or a second copy of your passport.

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

Fake REAL ID for testing.pdf *

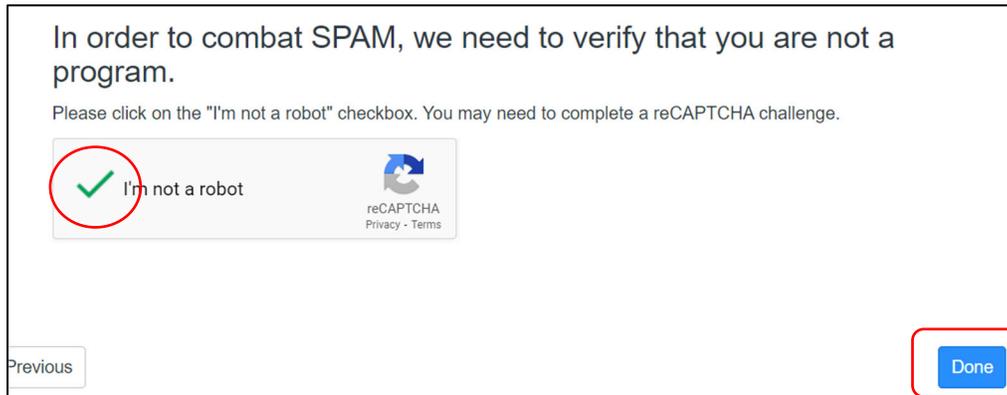
Click “Next” at the bottom right when you are done.



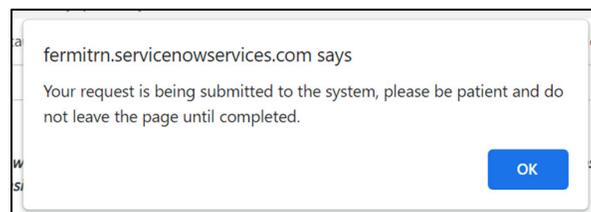
Next

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.



- 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)

- 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