

Access Type	Definition	Example	Ways to request access	Real ID required	Next steps if no Real ID	Training Required	Building Areas	Escorted in Non-Public Areas	Badge or Sticker Issued
Affiliates	Individual who accesses Fermilab's non-DOE-Approved User facilities (facilities other than the Fermilab Accelerator Complex) and resources for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.	Non-Fermilab employee working and conducting research with Astrophysics.	Submit an Affiliate/User access request form, or If onsite access is needed and the affiliate already has computing access, submit an onsite access request form. Fermi individuals with Services accounts can also start the process and invite the individual by completing the Invitation Request form. Submit an Affiliate/User access request form, or	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Users	Individual who accesses Fermilab's DOE-Approved User facilities (Fermilab Accelerator Complex) and resources for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.	Non-Fermilab employee working and conducting research on a Fermilab-based neutrino experiment.	Submit an Authorized Guest access request form. Fermi individuals with Services accounts can also start the process and invite the individual by completing the Invitation Request form. Submit an Authorized Guest access request form.	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Authorized Guests	An individual who does not have business with the laboratory but is approved to access select Fermilab facilities, such as the Fermilab Children's Center, Fermilab Village Housing, or Recreation Program	For the purposes of determining who can stay in onsite housing, an authorized guest is defined as: spouse, domestic partner, child, stepchild, parent, parent-in-law	Fermi individuals with Services accounts can also start the process and invite the individual by completing the Invitation Request form. Submit a Business Visitor access request form.	Yes	No access	No	Designated location approved on access request	N/A	Badge
Business Visitors	Individual who has business with Fermilab that can be achieved in less than one week and is escorted when in non-public access areas.	Attending a workshop, participating in reviews, interviewees, vendors, attending Fermilab/DOE sponsored events in general access areas.	Fermi individuals with Services accounts can also start the process and invite the individual by completing the Invitation Request form.	Yes	No access	No	Designated location approved on access request	Yes	Blue visitor badge
Deliveries (not Warehouse #2)	Individual who accesses Fermilab facility to delivery goods to various locations.	Construction material, Air Products, Waste Management, etc.	N/A	Yes	Must present Alternate Documents required for site access.	No	No building access; must be escorted in non-public areas	Yes, if they do not have REAL ID.	No badge or sticker
Deliveries to Warehouse #2	Individual who accesses Fermilab facility to delivery goods to Site 38 Warehouse #2 Shipping and Receiving.	FedEx, UPS, etc.	N/A	Yes	Must present Alternate Documents required for site access.	No	Warehouse #2 only	Yes, if they do not have REAL ID or company ID and Driver's License.	No badge or sticker
Personal visitors	An individual who does not access DOE or Contractor information or technology	Visiting family and friends in the Village	Fermilab badged individual to submit Personal Visitor Access Request form	Yes	No access	No	Designated location approved on the site access request	Yes	No badge or sticker
Pick-up/drop-off	An individual who accesses the Fermilab site to pick-up or drop-off lab personnel	Uber, Lyft, taxi, limo, hotel shuttle bus, etc.; Dropping off/picking up family members	Email access@fnal.gov with pick-up/drop-off information: 1) requestor's name, 2) Name of individual, 3) date, and 4) location	Yes	Alternate documents or driver's license required. Security will issue a gate pass.	No	Designated drop off and pickup locations (per signage)	N/A	No badge or sticker
Food Deliveries	An individual who accesses the Fermilab site to drop off food.	Uber Eats, Grub Hub, etc.	Email access@fnal.gov with drop-off information: 1) requestor's name, 2) Name of individual, 3) date, and 4) location	Yes	No access	No	Village or Public areas only	Must stay in Village or public areas.	No badge or sticker
Public	An individual who has no business with Fermilab and is restricted to designated General Access Areas (public areas) during public access hours or to attend an approved program or event.	Viewing the bison	N/A	Yes	No access	No	Public areas only	Must stay in public areas.	No badge or sticker
Subcontractors	Individual who accesses Fermilab facilities and resources. Working more than one day via a Procurement-managed subcontract with FRA or DOE approved agreement and requires unescorted access.	Individuals who consult on behalf of the Laboratory.	Submit a subcontractor access request form, or If onsite access is needed and the subcontractor already has computing access, submit an onsite access request form.	Yes	No access	Yes	Designated location approved on access request	N/A	Badge
Urgent Short-Term Workers	An individual who accesses Fermilab facilities and resources, works for one day or less via a Procurement-managed subcontract with FRA or a DOE-approved agreement.	Performing small electrical or plumbing repairs, computer server replacements, etc.; One-day subcontractors	Fermilab-badged employee to fill out Urgent Short-Term worker access request form.	Yes	No access	No	Designated location approved on access request	Yes	Blue visitor badge