Onsite Access Request Form

For Authorized Guests

This form is for Authorized Guests who need an ID badge in order to access the Daycare or the Fermilab Village / onsite housing

Email CampusAccess@fnal.gov with questions on this form

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."
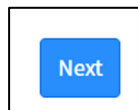
If you have had access with us before, select "Yes," and then select how you want to link your previous profile/Fermi ID to this form.

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)

✱ 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 CampusAccess@fnal.gov for help.

✱ How can we find your previous inforr
[Your previous Fermilab ID Number]

Select user ☒
Please select your most recent account
[Kim*** Pea*** From 2012-12-10 To Fermilab ⌄]

[Confirm]   [Cancel]

✱ Your previous Fermilab ID Number
▼ More information

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

[16091N]

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

[Next]
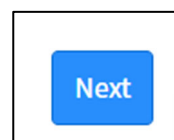
Reason and Dates of Visit

Point of contact: this is the Fermilab person who you are here with (i.e. your spouse or other family member).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.
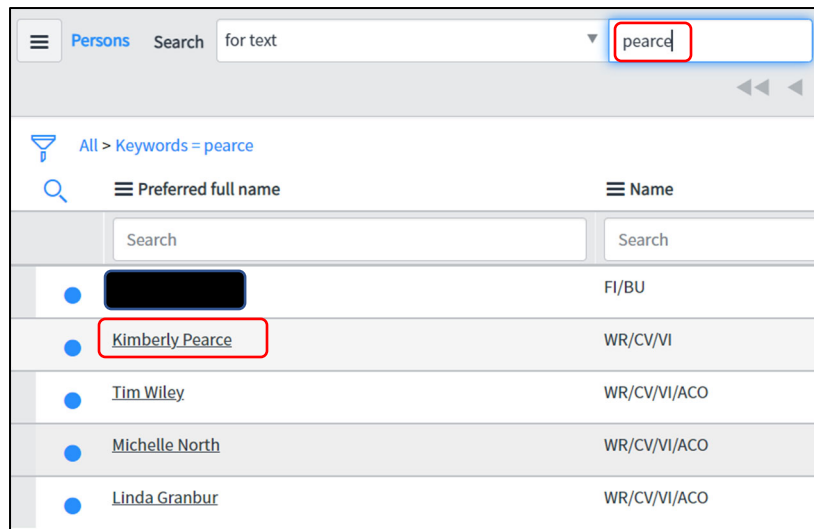
* Point of contact : Your fermilab point of contact is the person affiliated with the lab employee, user, or subcontractor (e.g. your family member)
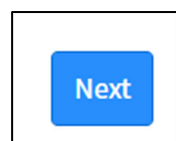
Click Magnifying Glass   🔍

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.
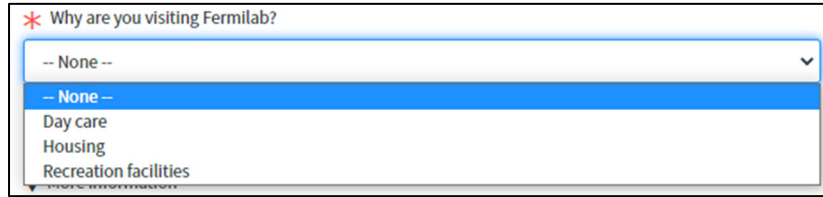
Click "Next" when you are done.

Next

Why are you visiting Fermilab? This is a drop-down menu with the facilities that authorized guests are allowed to access. Choose the one that you need access to.

When do you need physical access to the Fermilab site?

- You can put up to one year in the date range but please note that we cannot issue you a badge past the date on your Fermilab contact's badge (i.e. your spouse's expiration date).

Click "Next" 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
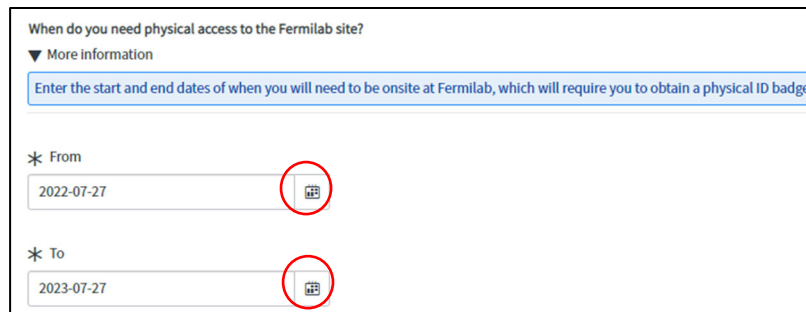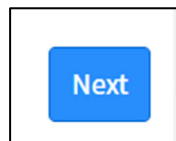- If you also have a preferred name, enter that in the Preferred Name field
- If you do NOT have a preferred name, click the box that says "Use legal name as preferred name"
- If you do not have a middle name/initial, put "NMI" in the middle initial field
- If you have had access before and confirmed 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"

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

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

6

To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.
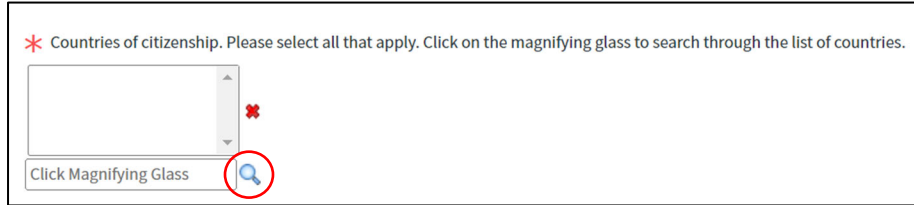
In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter.

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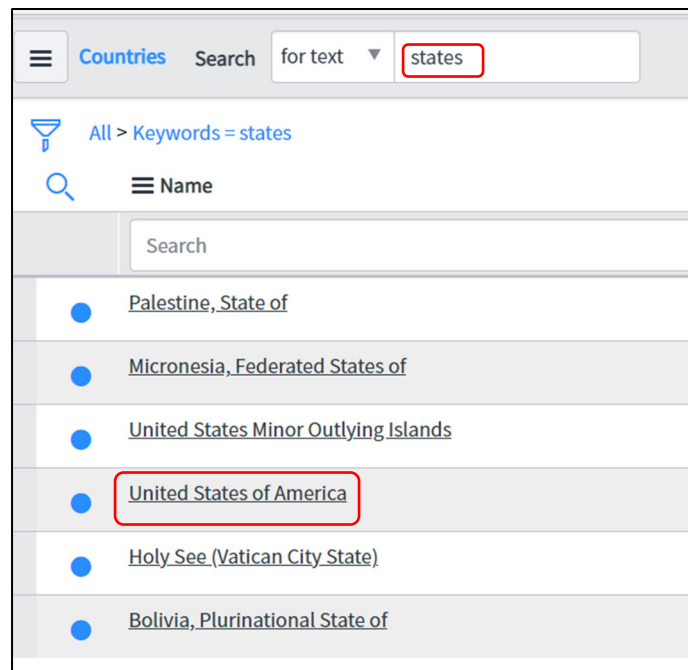
To select another country (for more than one citizenship), click on the magnifying glass again and repeat the above process.

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.
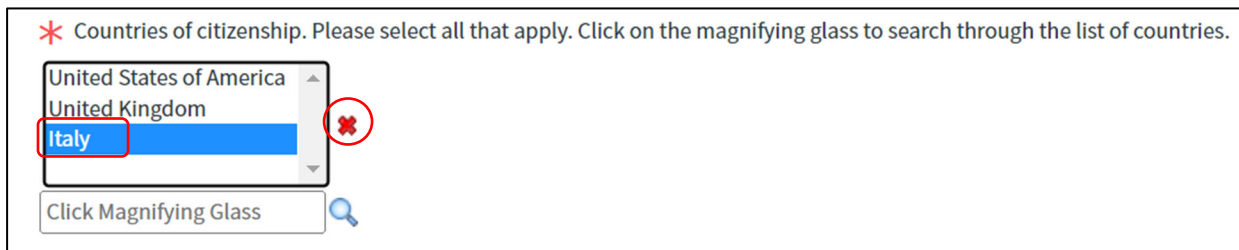
If you are not a US Citizen, you will also need to answer the question "Are you a U.S. Legal Permanent Resident (LPR)?"

If you have a green card, please answer "Yes" to this question. If you do not, then answer "No."

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)

✳ Date of birth

1999-09-08

Free-text field   Calendar function

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—"

Gender identity

-- None --

-- None --
Agender
Female
Gender Variant
Genderqueer
Male
Nonbinary
Two-Spirit

* Legal gender

Male

Gender identity

-- 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

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)
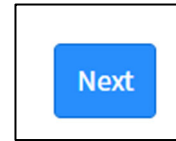
✓ Disability

* 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

> ✱ Primary email address
>
> test123@gmail.com
>
> ✱ Confirm primary email address
>
> 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

Please enter your primary phone information.

✳ Primary phone device

Mobile Phone

✳ Primary country phone code

United States of America (+1)

✳ Primary phone number

6308403000

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)

Please enter your primary address information.

✳ Primary address country

United States of America

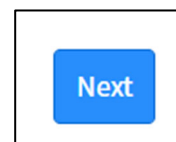✳ Primary address line 1

1000 N Main St

Primary address line 2

✳ Primary address city

Batavia

✳ Primary address state

Illinois

✳ Primary address postal code

60510

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

Next

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.

If applicable, please provide additional contact information else click "Next".

Please enter additional contact address
▶ More information

Additional address country

United Kingdom

✳ Additional address line 1

William Brown St

Additional address line 2

✳ Additional address city

Liverpool

Additional address state

Merseyside

✳ Additional address postal code

L3 8EN

Please enter additional contact phone
▶ More information

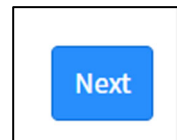✳ Additional phone device

Telephone

✳ Additional country phone code

United Kingdom (+44)

✳ Additional phone number

1514784393

Please enter additional contact email

Additional email address

test123@yahoo.com

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

Next

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.

✳ First Name
Test

✳ Last Name
Contact

✳ Relationship
Spouse ⌄

Email
test@gmail.com

Please enter your emergency contact's phone number along with the country code.

✳ Country code
United States of America (+1)

✳ Phone number
6308403000

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

Next
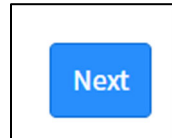
Acknowledgements

Click on the "here" link to open the policy

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

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

Escort Responsibilities

You must read, understand and agree to comply with the Escort Responsibilities.

The Statement of Escort Responsibilities can be found here.

By checking this box, you are confirming that you read and agree to abide by Escort Responsibilities.

✳ ☑ 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 Controls Awareness for Contractors

You must read, understand and agree to comply with the Export Control and Computer Training for Contingent Workers.

The Export Control and Computer Training for Contingent Workers can be found here.

By checking this box, you are confirming that you read and agree to abide by Export Control and Computer Training for Contingent Workers

✳ ☑ I Agree

Click here to open the policy

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 Legal Permanent Resident, you can upload your LPR card or Passport
    - If you are a non-US citizen and are not an LPR, please upload your 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

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.

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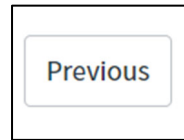
Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here
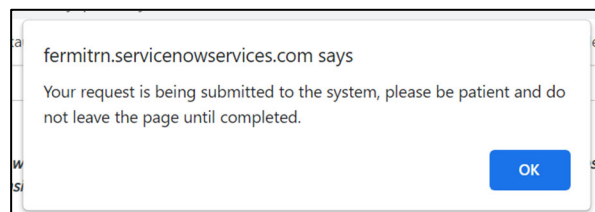
test affiliate/user form

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

reCAPTCHA
Privacy - Terms
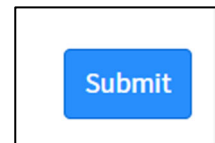
Submit

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.

fermitrn.servicenowservices.com says

Your request is being submitted to the system, please be patient and do not leave the page until completed.

OK

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)
- Affiliation approval (1 day)
- FNAP and EC if applicable (1-2 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
- Campus Access Processing (2-4 days)
- Informal Invitation Letter (immediately once Campus Access Processing is done), which contains:
  - Fermi ID number
  - Dates of approved access
  - Instructions on how to schedule a badging appointment
  - QR code to show at the security gate (*you must have a badge appointment in order for this QR code to allow you through the gate*)
- You will receive a confirmation for your badge appointment the evening before at 6:00pm CST
- Make sure to bring the correct [documents](#) to your badge appointment