Onsite-only Access Request Form

For Affiliates, Users and Subcontractors who already have computing access

*You must be logged in to Service Now in order to access this form.

This form is only to be used if you already have active computing access and now need an ID badge.

If you put onsite dates on your "Computing and Onsite Access Request form," you do not need to fill this form out.

Email CampusAccess@fnal.gov with questions on this form.

Point of Contact

- This is the Fermilab contact person who you are working with at Fermilab and who can vouch for your identity and affiliation.
- This field auto-populates with whoever you put as the POC on your remote access request
- If you want to change the POC, click on the magnifying glass to the right of the field to search for your Fermilab point of contact.
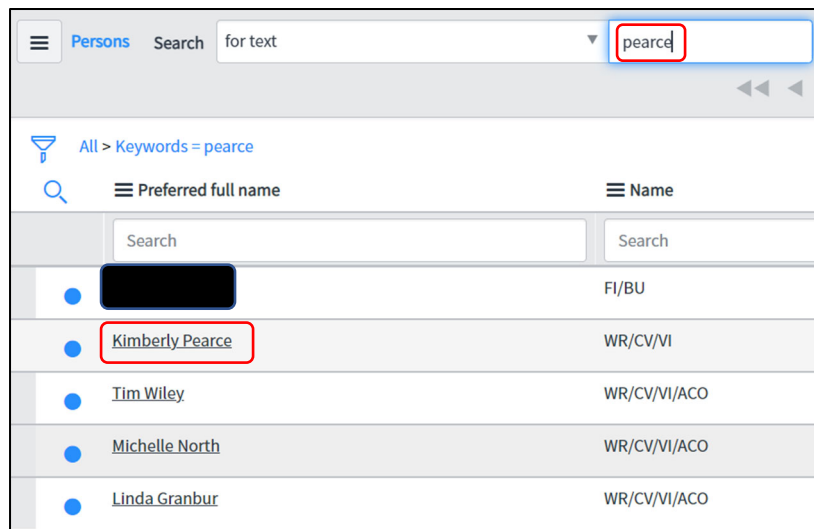

- On the screen that pops up, type part of the person's name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.
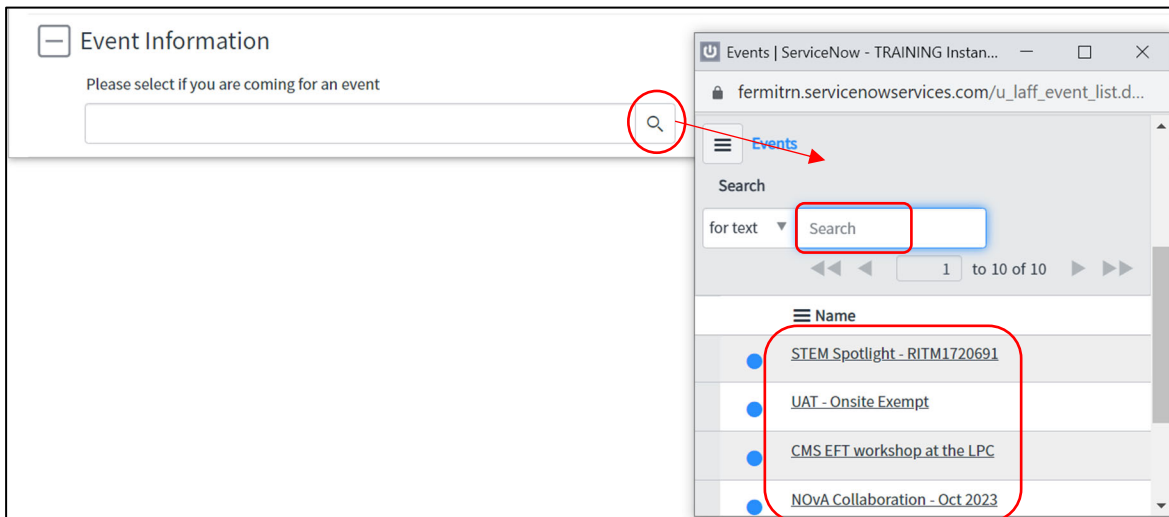- Click on the person's name to select them.

Event Information:

- If you are coming onsite for a specific event, please choose the event by clicking on the magnifying glass and searching for the event, or choosing it from the list, in the screen that pops up.
- If you are not coming onsite for a specific event, you can leave this blank.

Onsite Access

What dates are you planning on being onsite?

- You cannot request an end date that is past your current computing end date.

- If you are unsure what your computing end date it, scroll down to the bottom of the screen and it will show your end date in the greyed-out area under "Affiliation" (this is not editable)

- What business site are you going to be located at is either Illinois or South Dakota
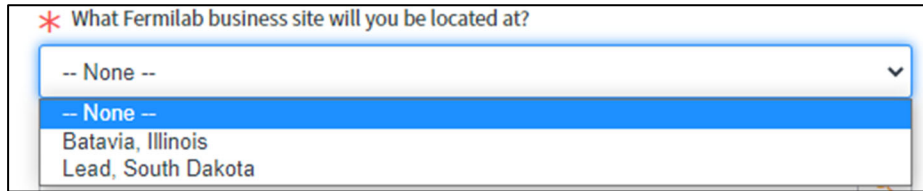
- To open the "primary work location" list, click on the lock button
- Then click on the magnifying glass and search for the building location (you can pick multiple locations by repeating this process)
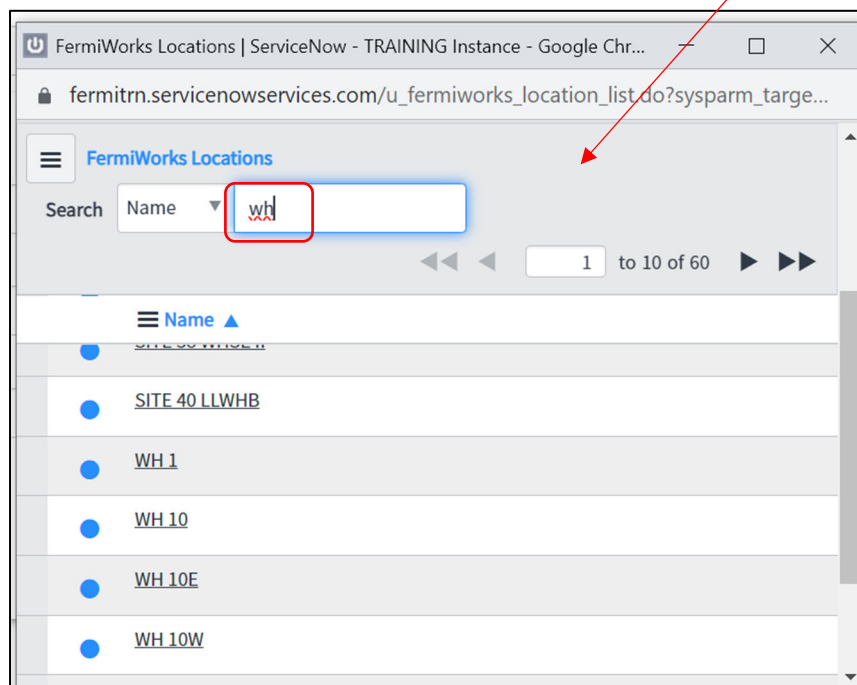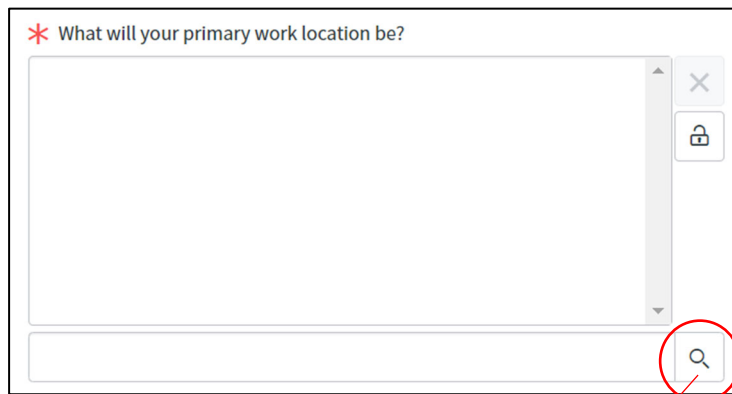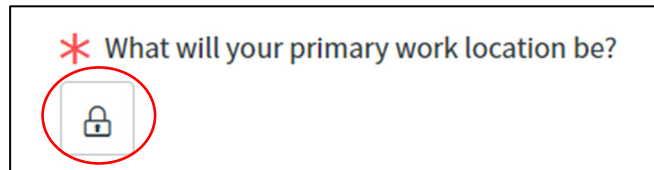
- Will you be at Fermilab continuously or intermittently during the dates you requested?
- *If you will be coming back and forth to the lab, you can put up to the end of your offsite access for your onsite dates and then choose "intermittently" here so that you do not have to fill out this form every time you come onsite.

- Will you be requesting onsite housing?
- Answering "Yes" to this question is NOT a reservation of Housing; it only alerts Housing that you are approved to be onsite for the date range on this form. You will still need to follow the Housing process in order to reserve your lodging.

More Access Info

- Funding for Per diem, lodging, car rental, travel, or none:
- You MUST check a box (check "None," if these don't apply). If you are receiving reimbursement funds for any of these items from Fermilab, please check the appropriate box(es). If you check any of these boxes, this is not a reservation of those services (i.e. this does NOT serve as rental car or Lodging reservation); you must also complete those additional processes outside of this form.

- Reason for onsite access. Please explain why you are requesting an ID badge.

Foreign Government Program

- If you answer "no," you can just click "Submit" at the bottom.

✱ I am currently participating in a foreign-government organized, managed, or funded talent recruitment program
▶ More information

No

- 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 --

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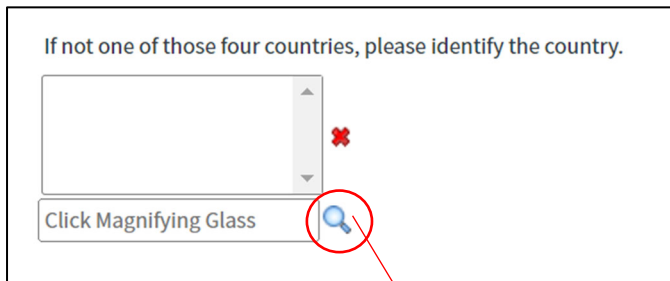
If you click "Other" for the answer to the second question

- 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

If not one of those four countries, please identify the country.

✖

Click Magnifying Glass 🔍

If not one of those four countries, please identify the country.

Argentina

✖

Click Magnifying Glass 🔍

⏻ Countries | ServiceNow - TRAINING Instance - Google Chrome

🔒 fermitrn.servicenowservices.com/core_country_list.do?syspa

☰ Countries   Search   Name ▼ king

🔍   ☰ Name

*king

United Kingdom

6

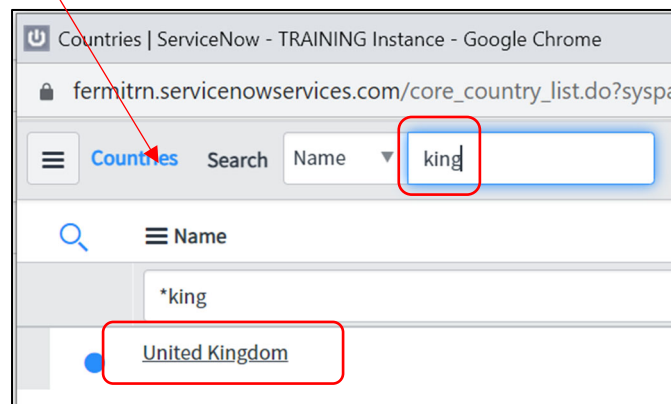- Describe your participation…please include as much information as possible to prevent a delay in processing your request

> ✱ Describe your current participation in the identified foreign government-sponsored talent recruitment program.
>
> Test case for user/affiliate documentation

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

Submit

Order Status

- This page will give you the request number.

> Thank you, your request has been submitted
>
> Order Placed: 2023-08-24 09:12:16
> Request Number: REQ000000682925 ☆
> Estimated Delivery Date of Complete Order: 2023-08-24
>
> **Summary**
>
> Request for adding onsite access for an active person

- 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.

Next Steps and estimated processing times (business days)

- POC approval (1 day)
- Affiliation approval (1 day)
- FNAP, EC, and OGC Review, 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
    - Office of General Counsel (OGC) review is done if you answered "Yes" to the foreign government legal disclosure
- Informal Invitation Letter (immediately after FNAP, EC and OGC reviews are done), which contains:
    - Fermi ID number
    - Dates of approved access
    - Instructions on how to schedule a badging appointment
        - if applicable…see next point on QR code
    - QR code to show at the security gate
        - If your onsite-only request form was launched from Indico as part of an event registration, you do NOT need to schedule a badge appointment
        - If you are coming onsite for something other than an Indico-registered event, *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
                - Please complete the appropriate training prior to your appointment
                - Make sure to bring the correct documents to your appointment