

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”

* Reason for access request

-- None --

-- None --

Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires unescorted/after-hours access

Authorized Guest - Does not generally have business with Fermilab but needs to access facilities such as day care, village housing, or the gym.

Business visitor - Participates in a meeting, conference, review, VIP event, or procurement vendor visit (not active user/affiliate)

Sub-Contractor - Works at Fermilab via a Procurement-managed subcontract with the Fermi Research Alliance.

Next

Have you previously submitted a Fermilab Access Request form, or have you ever had a Fermilab ID badge or a Fermilab computing account?

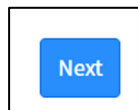
We need to know if you have had access (computing and/or ID badge) with us before so that the systems don't create a duplicate profile and Fermi ID number for you.

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.”

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

No



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.

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

Yes

* How can we find your previous information?

-- None --

-- None --

Associated Email Address

Associated Phone Number

Your previous Fermilab ID Number

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.

Select user

Please select your most recent account

Kim*** Pea*** From 2012-12-10 To Fermilab

Confirm Cancel

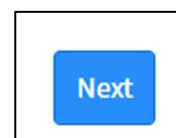
* How can we find your previous information?
Your previous Fermilab ID Number

* Your previous Fermilab ID Number

More information
Please include numeric and alphanumeric numbers (e.g. 34356V)

16091N

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.

* Enter the Purchase order number for your contract.

▼ More information

Only enter the Purchase Order number Ex: 12345

647832

No PO

Enter the Purchase order number for your contract.

▼ More information

Only enter the Purchase Order number Ex: 12345

No PO

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 for help.

* What is your Fermilab Experiment, Project, Division, or Section affiliation? If you are unsure, ask your Fermilab contact.

ACCELERATOR DIVISION

COMPUTING-OFFICE OF THE CIO

COMPUTING-SCIENTIFIC COMPUTING DIVISION

DIRECTOR OFFICE

ENVIRONMENT, SAFETY, HEALTH AND QUALITY (ES&H)

FACILITIES ENGINEERING SERVICES SECTION

FESS - Administration

FESS - Engineering

FESS - Facility Management

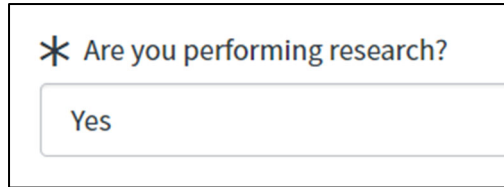
FESS - Logistics and Property Control

FESS - Site Services

FESS - Time and Material

Are you performing research?

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

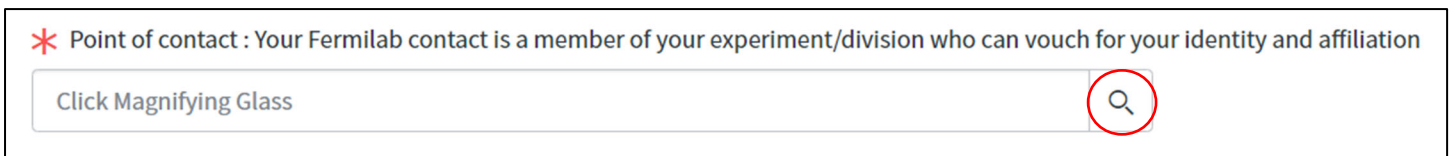


* Are you performing research?


Yes

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.



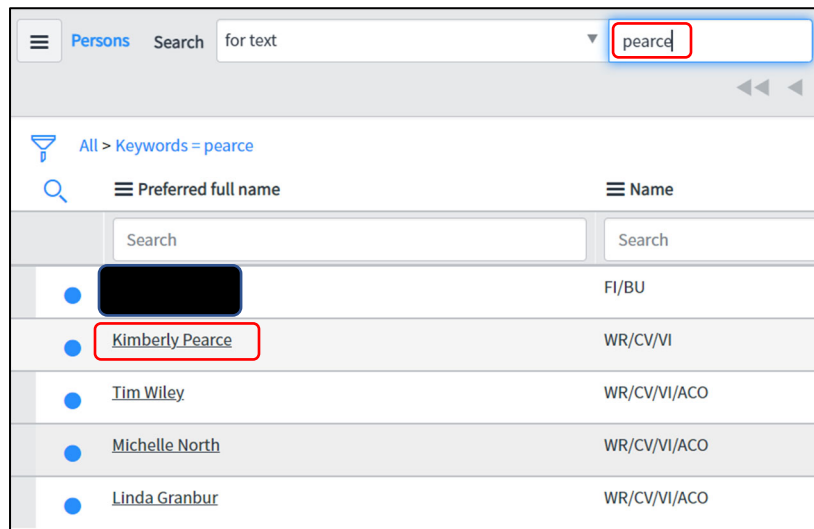
* Point of contact : Your Fermilab contact is a member of your experiment/division who can vouch for your identity and affiliation

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.

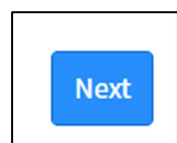
Click "Next" on the bottom right when you are done.



Persons Search for text

All > Keywords = pearce

Preferred full name	Name
<input type="text" value="Search"/>	<input type="text" value="Search"/>
 	FI/BU
 <u>Kimberly Pearce</u>	WR/CV/VI
 <u>Tim Wiley</u>	WR/CV/VI/ACO
 <u>Michelle North</u>	WR/CV/VI/ACO
 <u>Linda Granbur</u>	WR/CV/VI/ACO



Next

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.

When will you need access to Fermilab's computing systems?

▼ More information

Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

* From
2022-07-26

* To
2023-07-26

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.

* Will you be coming onsite to Fermilab?

Yes

-- None --

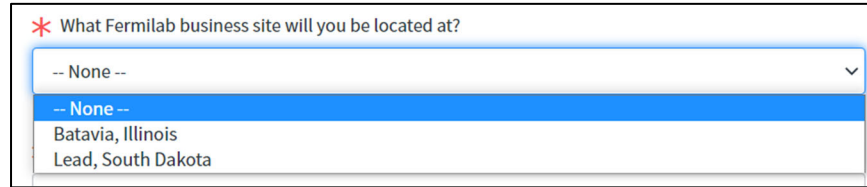
Yes

No

* From
2022-07-26

* To
2023-07-26

What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.



* What Fermilab business site will you be located at?

-- None --

-- None --

Batavia, Illinois

Lead, South Dakota

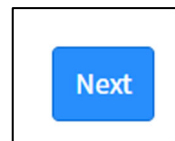
Primary work location: ask your Fermilab contact for this information, if you don't know it. If you/your contact are unsure, choose "Don't Know."



* What will your primary work location be?

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

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

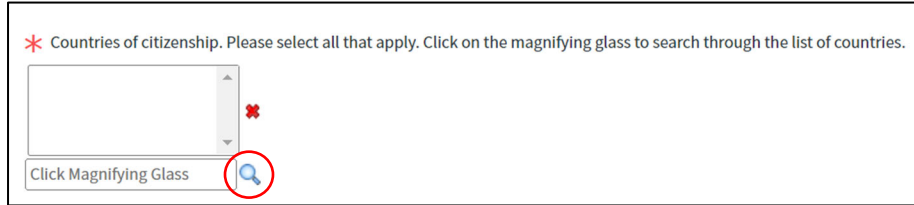
* Legal Last name
Smith

Use legal name as preferred name

NMI = “No Middle Initial”

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

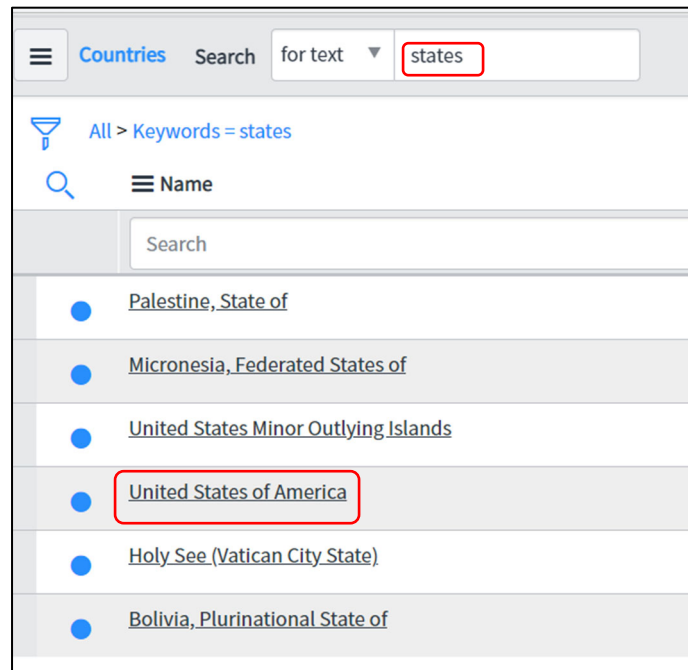
To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.



In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter.

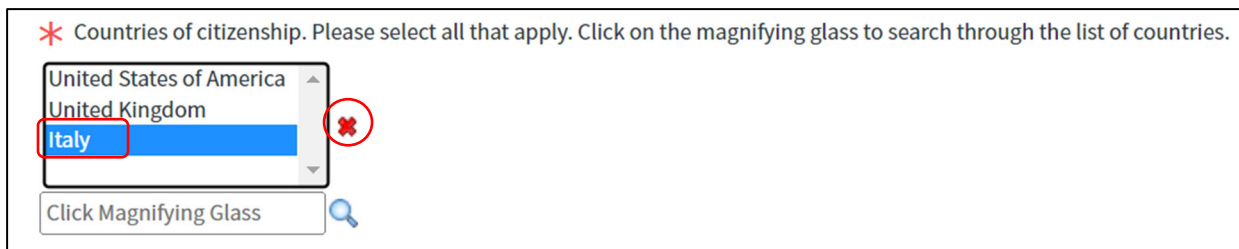
Then click on the country* that you want to select.

*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 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

* 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—”

* Legal gender

Male

Gender identity

-- None --

Gender identity

-- None --

-- None --

Agender

Female

Gender Variant

Genderqueer

Male

Nonbinary

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

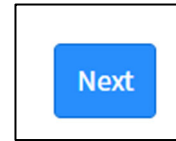
additional information for accommodations

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



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

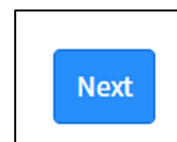
Primary address line 2

* Primary address city
Batavia

* Primary address state
Illinois

* Primary address postal code
60510

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



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

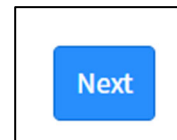
* Additional country phone code
United Kingdom (+44)

* 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



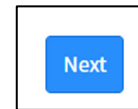
Company Information

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!

* Company Contact/Manager First Name	<input type="text" value="Thomas"/>
* Company Contact/Manager Last Name	<input type="text" value="Smith"/>
* Company email	<input type="text" value="tom@company.com"/>
Please enter company phone number along with the country code.	
* Country code	<input type="text" value="United States of America (+1)"/>
* Phone number	<input type="text" value="6308403000"/>

Click "Next" when you are done.



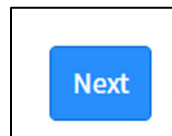
Emergency Contact Information

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.

* First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="Contact"/>
* Relationship	<input type="text" value="Spouse"/>
Email	<input type="text" value="test@gmail.com"/>

Please enter your emergency contact's phone number along with the country code.	
* Country code	<input type="text" value="United States of America (+1)"/>
* Phone number	<input type="text" value="6308403000"/>

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



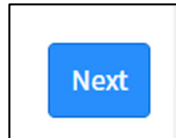
Foreign Government Disclosure

**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.

* I am currently participating in a foreign-government organized, managed, or funded talent recruitment program

▶ More information



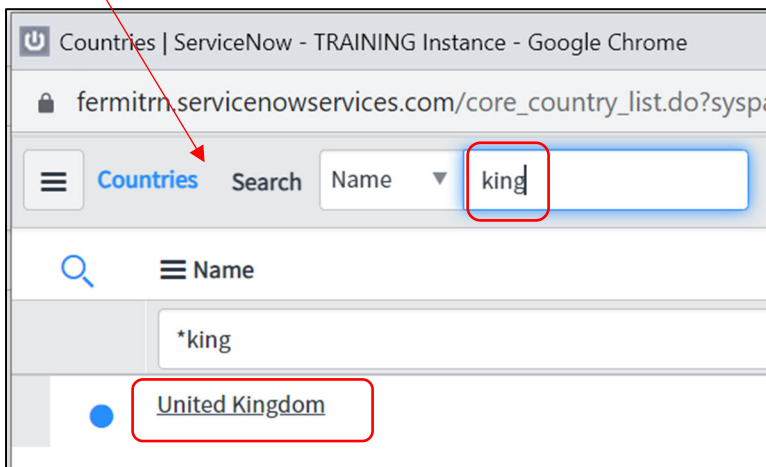
If you answer “Yes,” additional questions will pop open; you are required to answer these questions in order to move to the next step.

* 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

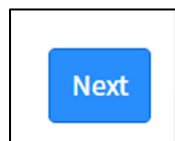
- You will need to click the magnifying glass on the country selection box that pops up, and then search for and choose the correct country.
- If you need to remove a country and start over, select the country and click the red X



* Describe your current participation in the identified foreign government-sponsored talent recruitment program.

Test case for user/affiliate documentation

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”

Fermilab Policy on Computing
You must read, understand and agree to comply with the Fermilab Computing Policy.
The Fermilab Computing Policy can be found [here](#)
By checking this box, you are confirming that you read and agree to abide by Fermilab Computing Policy

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

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

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 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

* 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 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

Instructions - If you are under 18, please complete the [Consent for medical treatment of a minor child](#). After printing the form, you and your parent/guardian should sign it. Then, upload and attach it here. If you are unable to upload it, please bring it to the Users Office on your first day onsite.

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 FMO Minor Consent (pdf/jpg/jpeg) - **File size MUST be less than 10MB:**

No file chosen

Instructions - If you are under 18, please complete the [Consent for medical treatment of a minor child](#). After printing the form, you and your parent/guardian should sign it. Then, upload and attach it here. If you are unable to upload it, please bring it to the Users Office on your first day onsite.

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).

★

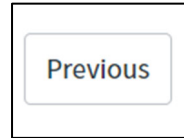
Upload FMO Minor Consent (pdf/jpg/jpeg) - **File size MUST be less than 10MB:**

Test under 18 file.pdf

✖

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.




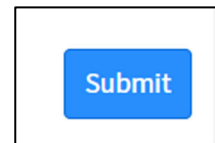
Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here

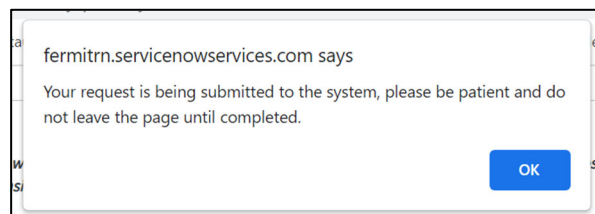
Click the box next to "I'm not a robot," then click the "Submit" button.

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 



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