

**Onsite Access Request Form**  
**For Urgent Short-Term Workers**

This form is to be used for one-day subcontractor access; the subcontractor will need to be escorted by a Fermilab badged individual while onsite.

**\*This form should be filled out by your Fermilab contract person** (i.e. the Fermilab badged individual who will be escorting you while you are onsite)

The Fermilab POC will need to be logged in to Service Now in order to submit this form

Email [SOC@fnal.gov](mailto:SOC@fnal.gov) and [Access@fnal.gov](mailto:Access@fnal.gov) with questions on this form.

<b>Pg.#</b>	<b>Step</b>
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## Point of Contact & Affiliation

- These will auto-populate with the person who is filling out the form and that person's affiliation.
- You do not need to do anything with these fields

## Visitor Information

- Fill in the following information:
  - First name
  - Middle initial (put NMI if no middle initial/name)
  - Last name
  - Primary email address
  - Primary phone country code
  - Primary phone area code
  - Primary phone number
  - Countries of citizenship (see page 3)
  - Country of birth (see page 3)

Visitor information

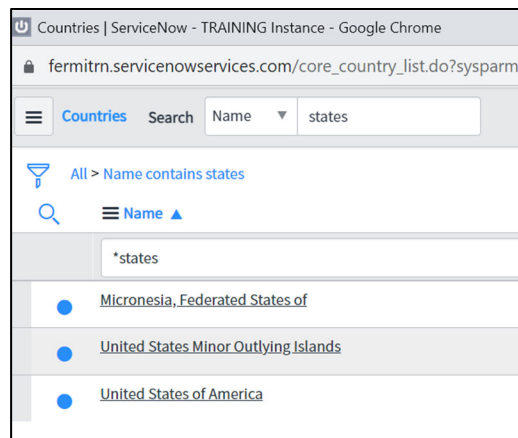
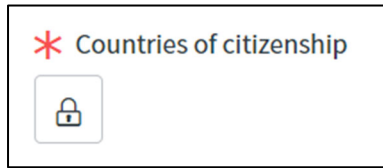
* First name	<input type="text" value="Julie"/>	* Phone number	<input type="text" value="8403000"/>
* Middle initial	<input type="text" value="NMI"/>	* Countries of citizenship	<input type="text" value=""/>
* Last name	<input type="text" value="Rogers"/>	* Country of Birth	<input type="text" value=""/>
* Primary email address	<input type="text" value="julie@rogersfamily.com"/>		
* Country code	<input type="text" value="1"/>		
* Area code	<input type="text" value="630"/>		

\* Countries of citizenship

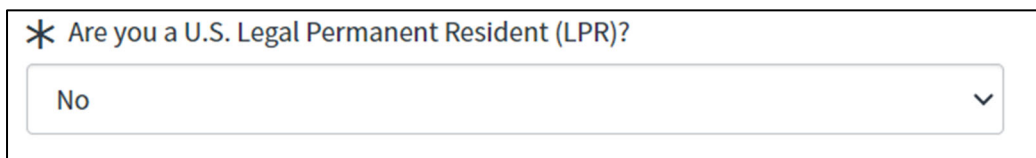
\* Are you a U.S. Legal Permanent Resident (LPR)?

\* Country of Birth

- To open the Countries of citizenship, click on the lock button
- Then click the magnifying glass and search for the country (you can pick multiple countries by repeating this process)



If the country/countries of citizenship are not US, another question will open asking if you are an LPR. If you are a legal permanent resident (with a green card), please answer “yes” to this question.



To choose the country of birth, click on the magnifying glass, then search and choose the correct country/countries using the same process that you did to find the country/countries of citizenship



## Supplier

Click on the magnifying glass

Search for the supplier (make sure the search is by name) or choose from the list that pops up

\* Supplier Info  
▶ More information

Supplier Infos | ServiceNow - TRAINING Instance - Google Chrome

fermitrn.servicenowservices.com/u\_supplier\_info\_list.do?sysparm\_tar

Supplier Infos Search Name Search

All > Name contains whittaker

Code	ID	Name	Country
16195-USA	16195	WHITTAKER CONSTRUCTION & EXCAVATING INC	United States of America

## Reason for Visit

Please give as much detail as possible in order to prevent a delay in the approval process

\* Reason for the visit

## Onsite Access

- You should only choose one date for this access form
- If you will need access for more than one day, please resubmit the subcontractor access request form in order to get a Fermilab ID badge



Onsite access

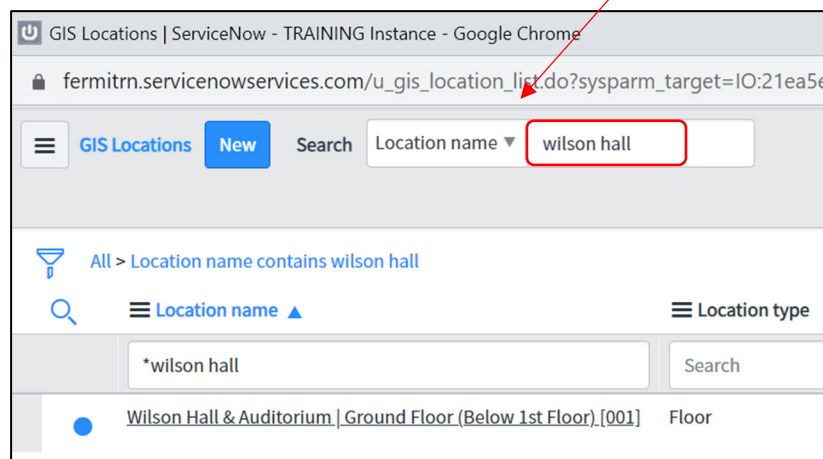
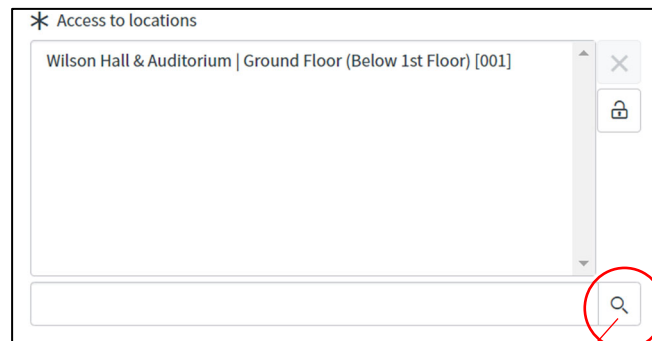
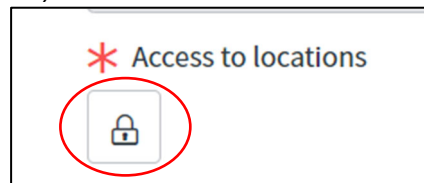
\* From

2023-08-29

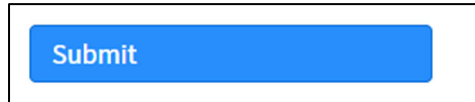
To

2023-08-29

- To open the locations, 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)

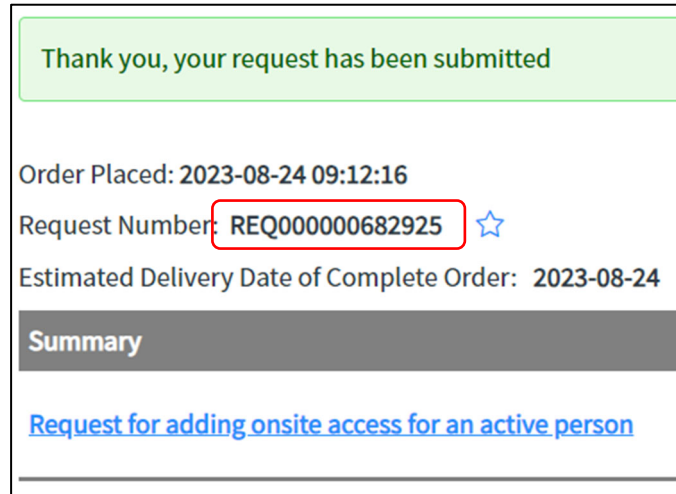


Click the "Submit" button at the bottom of the page when you are done.



## Order Status

- This page will give you the request number.



- 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), if applicable
  - If the POC is the one who submitted the form, then it will skip this step
- Security approval (1 day)
- Informal Invitation Letter (immediately after Security approves), which contains:
  - Date of approved access
  - QR code to show at the security gate