Obtaining Access Flow Chart
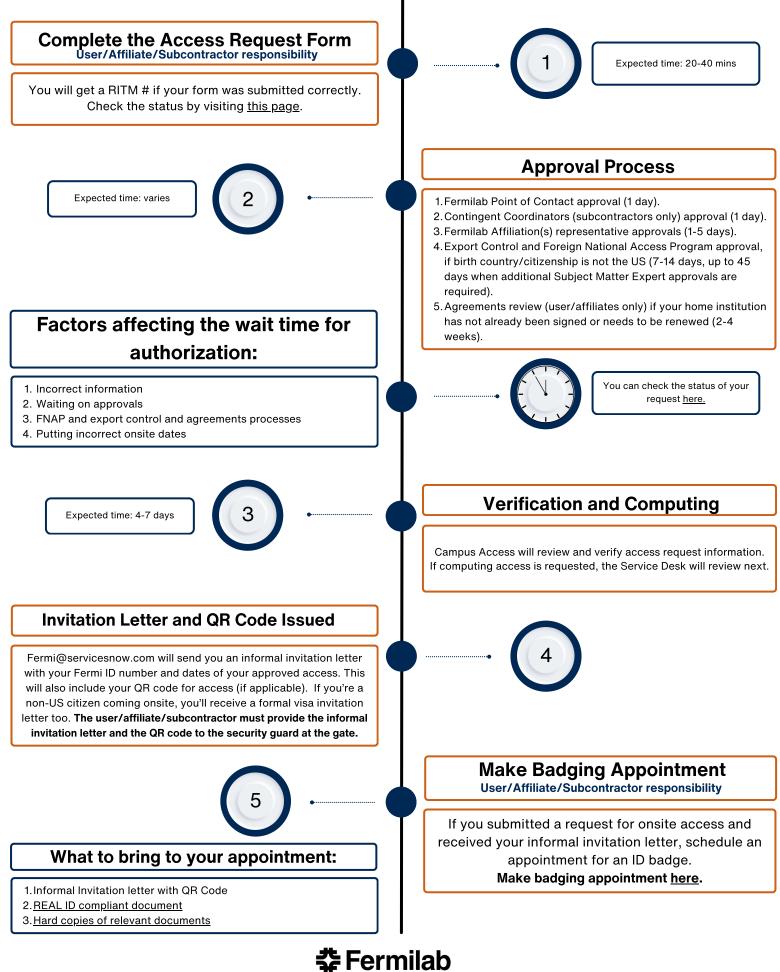## User/Affiliate/Subcontractor

For complete step-by-step instructions, please visit Access and Badging online here.

Complete the Access Request Form
User/Affiliate/Subcontractor responsibility

1 — Expected time: 20-40 mins

You will get a RITM # if your form was submitted correctly. Check the status by visiting this page.

Approval Process

2 — Expected time: varies

1. Fermilab Point of Contact approval (1 day).
2. Contingent Coordinators (subcontractors only) approval (1 day).
3. Fermilab Affiliation(s) representative approvals (1-5 days).
4. Export Control and Foreign National Access Program approval, if birth country/citizenship is not the US (7-14 days, up to 45 days when additional Subject Matter Expert approvals are required).
5. Agreements review (user/affiliates only) if your home institution has not already been signed or needs to be renewed (2-4 weeks).

Factors affecting the wait time for authorization:

1. Incorrect information
2. Waiting on approvals
3. FNAP and export control and agreements processes
4. Putting incorrect onsite dates

You can check the status of your request here.

Verification and Computing

3 — Expected time: 4-7 days

Campus Access will review and verify access request information. If computing access is requested, the Service Desk will review next.

Invitation Letter and QR Code Issued

4

Fermi@servicesnow.com will send you an informal invitation letter with your Fermi ID number and dates of your approved access. This will also include your QR code for access (if applicable). If you're a non-US citizen coming onsite, you'll receive a formal visa invitation letter too. **The user/affiliate/subcontractor must provide the informal invitation letter and the QR code to the security guard at the gate.**

Make Badging Appointment
User/Affiliate/Subcontractor responsibility

5

If you submitted a request for onsite access and received your informal invitation letter, schedule an appointment for an ID badge.
Make badging appointment here.

What to bring to your appointment:

1. Informal Invitation letter with QR Code
2. REAL ID compliant document
3. Hard copies of relevant documents

⚛ Fermilab