Fermilab

Essential Site Access Tips
for Business Visitors (BV) and Points of Contact (POC)

1 Submit an **access request**

How is an access request created?
- Patrons register for an event in Indico
- POC creates the Invitation Request
- Individuals submit an access request form

- If POC submits the invitation request, BV will need to complete the process through an invitation link to the access request form. We encourage patrons to check junk and spam email for the Invitation Request.
- If you have a current home institution or employer, but it is not listed in the institution drop down, select "Other" and manually enter the institution information. The checkbox for no home institution is reserved for members of the public attending an approved event and employment interviews.

2 Receive review and approval from POC

- The POC is responsible for reviewing the information in the access request and ensure accuracy. Affiliation, purpose of visit, access dates and further information is verified. If the information is not accurate, the POC will deny the access request and inform the business visitor to resubmit.
- Approvals by the Foreign National Access Program (FNAP) are part of the access request process for foreign visitors. **Read more** and see below if an I-94 is needed.

Is your I-94 status causing delays? U.S. Customs and Border Protection
The I-94 is a document issued by Customs and Border Protection showing legal entry into the U.S. Please verify you have all the documentation via **this webpage.** Additionally, please ensure I-94 status is not WT or B2.

✅ **CHECK STATUS OF YOUR BV ACCESS REQUEST HERE**

3 Get an informal invitation letter with QR Code

- Automated from ServiceNow, you will receive an email with essential information.
- Your email will include the Informal Invitation Letter with a QR code.
- If you are unable to find the QR code, patrons are encouraged to check junk or spam email.
- If you are still unable to locate the QR code, POCs also receive a notification and can assist.

Download our Business Visitor Guide to ensure you are prepared for your arrival at Fermilab.

4 Arrive at Fermilab

- Visitors will enter Fermilab through a security gate. Business visitors must present the QR code and **REAL-ID** or **alternative ID.**
- Business visitors will either receive a BV badge at a security gate or be instructed to visit the Fermilab Welcome and Access Center (FWAC) at Aspen East to obtain BV badge.
- Please be vigilant of directional signage and refer to **the site map** for navigating campus.

Welcome to Fermilab!

ESSENTIAL TIP: BVS ARE REQUIRED TO BE ESCORTED BY FERMILAB-BADGED INDIVIDUAL IN NON-PUBLIC AREAS.

Fermilab Welcome and Access Center Hours: 7:30 AM - 4:00 PM