

# Housing Request Form

**HOUSING REQUIRES AT LEAST 2-WEEK NOTICE TO BOOK A REQUEST**

Requested Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Family/Last Name: \_\_\_\_\_

- Users/Affiliates need site access approval before booking onsite reservation. Visit the [Campus Access website](#) to request onsite access
- Fixed Term Employees or Interns need to [email Housing](#) with their Fermilab offer letter, with site access dates.

Site Access Approved? \_\_\_\_\_ Fermilab ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Institution: \_\_\_\_\_ Experiment: \_\_\_\_\_

FNAL Point of Contact: \_\_\_\_\_ FNAL DIV/SEC Head: \_\_\_\_\_

**REAL IDs are required to stay on site. Visit [this website](#) to see what qualifies as a REAL ID**

Do you have REAL ID or PASSPORT:      Yes                  No

Method of payment                  Credit/Debit                  OR                  Travel Code

Travel Code Number: (Type N/A if not using a Travel Code) \_\_\_\_\_

(This would be provided by your Point of Contact – you need to provide the number to the Housing Office)

FNAL Person Authorizing Travel Code Usage: \_\_\_\_\_

(This is who is authorized to charge the travel code being charged for your stay. This person will need to sign the Housing Agreement or addendum)

Requests/ Additional information: (Requests are first come/ first serve.  
Visit the [Onsite Housing website](#) for more information )

Vehicle Make/Model/License Plate #: \_\_\_\_\_

(Only if you have a vehicle while on-site)

Domestic Traveler:      Yes                  No                  International Traveler:      Yes                  No

**YOU MUST SCHEDULE A BADGING APPOINTMENT PRIOR TO YOUR ARRIVAL**