Office Use Only

ID:	Action:	Validation Exp:
Insurance:	Medical:	Safety:
Computer:	Stkrm:	Family:

Non-437:	Sensitive:	Verifier:	Date:

Users Office, International Services
Fermilab, Wilson Hall 1W,
MS 103, PO Box 500
Pine St. & Kirk Rd.,
Batavia, IL 60510-5011
(Fax) 1-630-840-3688
(phone) 630-840-3811 / 3111
(Email) usersoffice@fnal.gov

Application for Fermilab Visitor ID

Users needing first-time, or extensions, of on-site access to Fermilab must complete this Application and apply in-person at the User's Office. Users who temporarily are on-site and need extensions only of computing privileges may use this Application (transmitted to the User's Office via fax or submitted in-person) or submit a request online. ***See the reverse for complete instructions***.

PART 1 – TO BE COMPLETED BY ALL APPLICANTS

APPLICATION TYPE	Do you already have Fermilab Computing Privileges? ☐ Yes ☐ No	☐ 1st-Time Applicant for ID Badge	☐ Renewal of ID Badge ID Number (if known):
YOUR NAME	Last	First	Middle
YOUR CONTACT INFO	Fermilab Email	Home Institution Email	Other Email
BIRTHDATE	Birthdate (month/day/year)	City of Birth	Country of Birth
CITIZENSHIP	Citizenship ☐ U.S. Citizen ☐ Other: *(list country(ies) of citizenship*		
HOME INSTITUTION	Name	Country	Telephone
PROFESSIONAL CLASS	☐ Physicist (Ph.D.) ☐ Graduate Student ☐ Undergraduate ☐ Technician ☐ Post Doctorate ☐ Engineer ☐ Other (specify): _____		
EXPERIMENT/ DEPARTMENT @ FERMILAB	Name of Experiment/Institution (if applicable)		
	Name of Spokesperson @Fermilab	Home Institution Contact Name	Home Inst. Contact Telephone
	Your Fermilab Office Location	Your Fermilab Phone Extension	Your Fermilab Mail Stop

PART 2 – TO BE COMPLETED ONLY BY IN-PERSON APPLICANTS FOR ID BADGES

GENERAL INFO	Gender ☐ Male ☐ Female	End Date of Visit: (month/day/year)	Is Family accompanying you now/ arriving in future? ☐ Yes ☐ No *(For Guest Badges, go to Key&ID, Wilson Hall, Ground Floor)*
LOCAL RESIDENCE *(IF KNOWN)*	Street Address and Apartment #	City	State and Zip Code
CONTACT PERSON FOR EMERGENCIES	Name and Relationship to You	Address	Telephone
PASSPORT *(IF REQUIRED)*	Passport Number	Country of Issue	Expiration Date
	(U.S. citizens & greencard holders need not *provide passport information – all other Badge applicants must present their passport and provide this information.)*		
U.S. VISA / STATUS (leave blank if you are a U.S. citizen)	Visa Type/Class *(handwritten on I-94)* ☐ A-1 ☐ H-1B ☐ TN ☐ B-1 ☐ J-1 ☐ Greencard ☐ VWB ☐ J-2 ☐ Other: ☐ F-1 ☐ O-1	*Greencard Holders* Date of Issuance: (month/day/year) Expiration Date: (month/day/year)	*Visa Holders* Date of U.S. Arrival: (month/day/year) Date of U.S. Departure: (month/day/year)
DRIVER'S LICENSE	Driver's License No.	Expiration Date (month/day/year)	State/Country of Issuance

PART 3 – TO BE SIGNED BY APPLICANT

I ATTEST THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.	Signed: _____ Date: _____

PART 4 – TO BE SIGNED BY SPOKSPERSON IF COMPUTING PRIVILEGES ARE BEING REQUESTED OR EXTENDED

USER VALIDATION	*(Signature is NOT required if you already have computing privileges and are not seeking to extend them.)* Signed: _____ FNAL Ext: _____ ID#: _____ *Spokesperson / Institution Representative / Division / Section Head* Print Name: _____ Date: _____

Part 5 – FERMILAB COMPUTER SECURITY POLICY

COMPLETE ONLY IF SEEKING NEW OR EXTENDED COMPUTING PRIVILEGES: Please obtain and read a copy of the **FERMILAB POLICY ON COMPUTING** from the User's Office or online at http://www.fnal.gov/cd/main/cpolicy.html. Guidance for computer security at Fermilab is at http://www/fnal.gov/cd/security/.

I confirm that I have obtained/received, and read, the FERMILAB POLICY ON COMPUTING, dated _____ (date is found on last page of policy).

Signed: _____ Date: _____

Part 6 – SAFETY COMPLIANCE – ES&H Training for All On-Site Users

COMPLETE ONLY IF SEEKING ON-SITE ACCESS (ID BADGE): Fermilab requires that all Users take an ES&H Orientation Class when they first *arrive* at Fermilab. This training must be completed before the Users Office issues your ID Badge. Once you have passed the required ES&H test, you may return to the User's Office for issuance of the ID Badge.

A) Users who have Fermilab computing privileges already: Users who already have Fermilab computing privileges (and therefore have a Fermilab ID number) may review the ES&H materials and take the requisite test online. You may use your own computer/laptop for this, or, if you physically are on site, you may use the computer terminals in the library (Wilson Hall, 3rd Floor).

To access materials, go to http://www-esh.fnal.gov/CourseHandout_Mat/NEO%20-%20Breeze/NEO_play.htm or go to www.fnal.gov and Search for "NEO_play". Select "Online Test" and then select "Visitor".

To access the ES&H test, go to http://www-esh.fnal.gov/pls/default/esh_tests.html and select "User ES&H Orientation".

B) Users who lack computing privileges: Complete Parts 1 & 2 of the Application, obtain the Spokesperson's signature in Part 3, and transmit the Application to the User's Office via fax or in-person. This will enable the User's Office to authorize you for computing privileges, as a result of which a Visitor ID number will be assigned to you. You then may complete the ES&H training online, as outlined above for "Users Who Have Computing Privileges".

I confirm that I have reviewed the ES&H Training and have passed the ES&H test.

Signed: _____ Date: _____

Part 7 – MEDICAL INSURANCE

APPLIES ONLY TO USERS SEEKING ON-SITE ACCESS (ID BADGE): Users must provide evidence that they have medical insurance covering them while at Fermilab, either by (1) completing a Medical Insurance Attestation (available at the User's Office or online at http://www.fnal.gov/pub/forphysicists/users/), (2) providing a copy of a Declaration of Coverage from your insurance company, or (3) providing a copy of the insurance card that documents your coverage in the U.S. The completed, signed Attestation, or original Declaration of Coverage or insurance card, must be presented to the User's Office. The Users Office will retain the Attestation, or make copies of the Declaration or insurance card, for your file. If you do not have valid U.S. medical insurance that would cover you while at Fermilab, you must purchase such medical insurance before ID Badge issuance. See our website for further information and for a list of possible insurance providers.

USER VALIDATION

Applications for on-site access, and requests for computing privileges, that are (A) more than 1 month old *and* (B) authorized by a person who no longer is a Spokesperson or Institution Representative, must be confirmed by the Users' Office with the current Spokesperson or Representative prior to processing.

INSTRUCTIONS

For new or replacement Visitor ID Badge, Applicants must:

- ❑ Complete Parts 1 & 2 of the Application.
- ❑ Sign in Part 3 to confirm the accuracy and truth of the information.
- ❑ Review Fermilab's ES&H training, pass an ES&H test, and sign Part 6.
- ❑ Present evidence of medical insurance coverage (Part 7).

If new or extended computing privileges also are needed, Applicants must:

- ❑ Obtain the appropriate Spokesperson signature in Part 4 and
- ❑ Review the Fermilab Computer Security Policy and sign Part 5.

ID Badge Applicants must apply in-person at the User's Office, presenting this Application, your Driver's License, and Medical Insurance Attestation. Non-U.S. citizens also must present their unexpired passport, U.S. visa(s), I-94 Card, greencard and/or Employment Authorization Document, as appropriate. The User's Office will make copies of all documents for retention in your file.

For extending Computing Privileges (without renewing an ID Badge), Applicants must:

- ❑ Complete Part 1 and sign Part 3.
- ❑ Obtain Spokesperson's signature in Part 4.
- ❑ Review the Fermilab Computer Security Policy and sign Part 5.

Applicant may transmit the Application to the User's Office via fax, or apply in-person.

Alternatively, the appropriate Spokesperson may submit a request for new or extended computing privileges online.

PRIVACY NOTICE:

The U.S. Department of Energy (DOE) requires that all users and visitors to Fermilab present information and/or documentation relating to identity and/or citizenship status. The provision of the requested information/documents is voluntary; however, failure to comply may result in denial of an ID badge. Information/documentation provided by non-U.S. citizens is entered into a DOE database. All Users' Office files, including any information and copies of any documentation provided during an ID badge application, may be reviewed by DOE and other federal agencies at any time, without notice or any other explicit permission.