

Visitor Access Process

- 1) Please fill out the [Site Access and Badging](#) form well in advance of the visit.
 - a) Once submitted, Non-US Citizens will be sent an email to enter additional information. Follow the link to complete the requested information.
- 2) Upon approval, which may take a few days, onsite visitors will receive a QR code via email.
 - a) If you are still waiting for approval one week after submission, please contact tgloss@fnal.gov to check status.
- 3) Upon arrival, **present the QR code at the security gate along with a Real ID.**
- 4) Proceed to the IARC building (see “Directions” below.)

Site Access and Badging Form information

Access request tab

- 1) Reason for access request = **Business Visitor**

Previous account tab

- 1) Have you visited the lab since 11/03/20, or have you ever had a Fermilab ID badge or computing account?
 - a) If Yes = search by email or phone number to pre-populate personal information

Personal Information tab

- 1) First, Middle initial, Last name = as listed on Real ID
- 2) Primary email address
- 3) Phone number, including country and area codes
- 4) Your ORCID = optional (ORCID is a code to uniquely identify contributors of scholarly communications)
- 5) Countries of citizenship
- 6) Country of birth

Access tab

- 7) Point of contact = **Mauricio Suarez**
- 8) What Fermilab affiliation will you be visiting? = **IARC at Fermilab**
- 9) Purpose of visit = **Lecture or presentation**
- 10) Please provide a description of your visit including specific activities = **Attend AI for Experiments Workshop**
- 11) Is your request for onsite access to the Fermilab site, or virtual access to Fermilab information? = **Onsite**
- 12) Visit dates = **10/20/22**
- 13) What Fermilab business site will you be visiting? = **Batavia, IL**
- 14) What building will you be visiting? **Office, Technical & Education Building**

Home Institution tab

- 1) Company/Institution name = use “Fermilab Business Visitor” if you are not visiting as part of a company/institution
- 2) Complete address

Community Standard Agreement tab

- 1) Read and agree

Response tab

- 1) Review displayed summary
- 2) Enter any additional relevant information
- 3) Non-robot verification
- 4) Submit

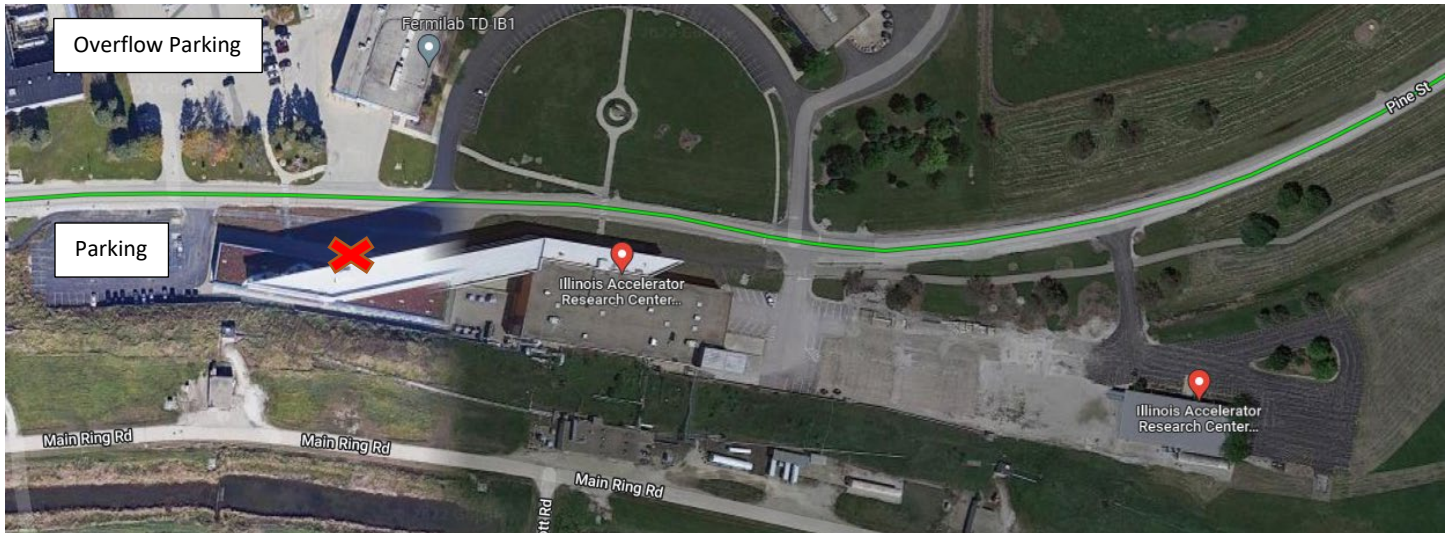
Real ID Requirement

- 1) **Business visitors must present a Real ID at the security gate.**
- 2) [Acceptable documents.](#)

Directions to Fermilab

- 1) Fermilab's main entrance is located at the intersection of Kirk Road and Pine Street in Batavia, Illinois. A secondary entrance is located near Batavia Road and Rt 59. Security gates are located at [both entrances](#).
- 2) Search Illinois Accelerator Research Center (IARC) in any [navigation app](#).

Illinois Accelerator Research Center (IARC) Office, Technical & Education Building



Please park in the designated parking lots, "X" marks the entrance, Door 14. Both are located on the west side of the building.