

BUSINESS VISITOR REGISTRATION INSTRUCTIONS & DIRECTIONS

As indicated in Section 3, Pre-Proposal Meeting/Site Visit in the Request for Proposal (RFP) Instruction to Offerors document, the Pre-Proposal Meeting and Site Visit will be held on **Wednesday, May 14, 2025, at 9:00 A.M.** Central Time at Fermilab Badging Office

(shown as a **RED** circle on Exhibit S – Sitemap).

Fermilab escorts and subcontractors will leave Fermilab Badging Office at **9:10 A.M to travel to A0** (shown as a **PINK** circle on Exhibit S – Sitemap).

Subcontractor employees requiring a business visitor's badge should arrive at Fermilab Badging Office no later than 8:30 A.M. to complete the visitor badging process

(Pre-Proposal Meeting Directions)

West Gate – [Pine St., Batavia, IL 60510](#)

The Badging Office is located to the immediate right of the East Pine Street Entrance

1. After Receiving Visitor Badge, we will go to **A0** , circled in **PINK**.

Completing Business Visitor Form

Except those already having a badge, anyone attending the Pre-Proposal Meeting and Site Visit is required to fill out an Access Request form (see link below) **no later than Wednesday, May 7, 2025**, and preferably be a U.S. Citizen. On-site access approvals are dependent on citizenship status and the location(s) being visited.

https://fermi.servicenowservices.com/expert_shell.do?sysparm_sys_id=63f9f6a8dbd148104e65ff621f961975

General Information

1. Fill out the Site Access and Badging form.
 - Once submitted, the access request will need to be approved by the POC.
 - In addition, non-U.S. citizens' requests will also be routed to the Foreign National Access Program (FNAP) office and Export Control for verification and approval.
 - If you have questions about the status of your request, contact access@fnal.gov.
2. Once access is approved:
 - Non-U.S. citizens will be sent an email to complete onboarding in WorkDay. This step must be completed in order for the access request to be fully processed.
 - Onsite visitors will receive an informal letter with a QR Code, which must be presented at the security gate upon arrival.

- Business visitors are also required to show a valid REAL ID at the security gate
- Once through the gate, BVs will proceed to the Fermilab Welcome and Access Center to get their BV badge/sticker.
- In addition to the informal letter, onsite non-U.S. visitors will receive a formal invitation letter that can be used, if needed, in the visa process

Helpful Information for Completing the Forms within the Site Access Link:

Access Request

Reason for Access Request

Business Visitor

Previous Account

Yes or No

Access

What Fermilab Affiliation will you be visiting?

Point of Contact

Purpose of Visit

Description

Request for Onsite Access

From

To

Fermilab Business Site

What Building

Finance

Kody Whittington

Procurement Meeting

Pre-Proposal Meeting & Site Visit

Onsite

May 14, 2025

May 14, 2025

Batavia, Illinois

A0

Personal Information

Self-Explanatory

County of Citizenship

County of Birth

Region of Birth

Primary Contact Information

Primary email address

Confirm primary email address

Primary Phone Device

Primary country phone code

Primary Home Institution

Company/Home Institution

Country

State

Address

City

Postal Code