Print Form

Fermilab

For Office Use Only ID Number:
Expiration Date: Prox Card #:

# ID Card Application

In order to have a Fermilab Identification Card issued to a non-employee submit a completed application form to the Key and ID Office. The form must be signed by the Division/Section Head or other Fermi contact person responsible for the individual. ID Cards for non-employees are issued for a maximum interval of one year.

Applicant's Name (PRINT) _____ _____ _____
Last First Middle Initial

**Citizenship is:** United States: ☐ or non-United States: ☐

On-Site Mail Station # _____ On-Site Phone: _____ e-mail: _____

Affiliation or Company _____ Off-Site Phone _____

Contract or P.O. # _____ Project Name _____

**Contract/Job Beginning Date:** _____ **Ending Date: (required)** _____

All access control devices, including cards, keys, and vehicle stickers, issued by Fermilab, are the property of the U.S. Department of Energy. Any losses must be reported immediately to Security, ext. #3414. All access control devices must be returned to the Key and ID Office upon termination of your Fermilab affiliation. Your signature below acknowledges acceptance of these conditions.

**Signature of ID Card Applicant:** _____ / _____
(Signature / Date)

**(This section to be completed by the Fermilab Contact Person and Signed by the Authorizing Person)**

Reason for Needing the I. D. Card:

☐ Routine Site Entrance ☐ Computer Account (Kerberos) ☐ Other _____
☐ Emergency Call-in Work ☐ Training Database

Access to: ☐ MCR ☐ D-Zero ☐ CDF ☐ CHL ☐ WHGF ☐ WH16 ☐ WH Highbay

**Designated building management personnel must approve access to below buildings:**

☐ FCC _____ ☐ CUB _____ ☐ AD/Computer Room _____
☐ CD-LCC(NML) _____ ☐ CD-GCC _____ ☐ ComCenter _____

I _____ / _____ , as the Fermilab employee
(Fermi **Contact Rep.** - Signature) (Fermi ID#)
responsible for the above listed individual, request he/she be issued a Fermilab Identification Card.
I understand I am responsible for collecting the ID Card from this applicant and returning it to the Key & ID Office once his/her current work assignment is complete.

**Fermilab Authorizing Person:** _____ / _____ / _____
(Signature) (Fermi ID#) (Date)

**(This section must be completed to obtain a computer account)**

FERMILAB COMPUTER SECURITY POLICY may be found at: *http://www.fnal.gov/cd/main/cpolicy.html* along with any updates. Guidance for computer security at Fermilab is at: *http://www.fnal.gov/cd/security/*.

I have **received and read** the Fermilab Policy on Computing dated _____ (may be found on last page of policy).
Signature of account applicant: _____ Date: _____

KERBEROS VALIDATION
**Div/Sec Head** Authorization: _____ ID # _____ Date: _____
(Signature)

Initial Issued Date: **For Office Use Only** Authorization End Dt: