

Fermilab Access Instructions:

Unless you already have a valid, unexpired Fermilab identification badge, you must complete the Fermilab Site Access Request Form as a Business Visitor to attend in person. Information about and a link to the form is found on this webpage: <https://get-connected.fnal.gov/business-visitor/>.

You will start your Fermilab Access Request through the link under Step 1, method **2) Complete the form yourself** on the Business Visitor Site Access Request webpage : <https://get-connected.fnal.gov/business-visitor/>. There are several pages to step through to complete the request. There are hyperlinks under 2) *Complete the form yourself* to both the [Screenshots of the Access Request for Business Visitors](#) PDF and video number 5 on the [Video Tutorial of the Access Request Process](#) webpages. Both provide guidance on navigating this form. If you view the video, please click the “full screen” button in the bottom right corner of the video panel to be able to see it clearly.

Please have image(s) of your RealID or passport/visa scanned in .jpeg, .jpg, or .pdf formats ready to upload. Apple’s proprietary .heic format is **NOT** acceptable. Information on RealIDs acceptable at Fermilab can be found here: <https://get-connected.fnal.gov/wp-content/uploads/2023/12/REALID-Compliant-Documents.pdf>. If you were previously issued an identification badge by Fermilab, even if it is expired, it will be helpful to have that ID number or the email or phone number you used when obtaining that badge available. Our Site Access group recommends allowing 20 to 40 minutes to complete the Site Access Request Form. To begin your request, please click on [access request form](#) in the second bullet item under **2) Complete the form yourself** on the Business Visitor Site Access Request webpage : <https://get-connected.fnal.gov/business-visitor/>. Below please find answers to several of the questions specific to our event:

On the first page:

Please select **Business Visitor** as your **Reason for access request**.

On the third page:

Please select **ENVIRONMENT, SAFETY & HEALTH (ES&H)** in response to **What Fermilab affiliation will you be visiting?**

To complete the **Point of Contact**, please type **mertz** into the box where it reads “Click magnifying glass to search” and **then** click on the magnifying glass to its right, and click on **David Mertz** in the drop-down list. Do not click on the magnifying glass without entering your search text first.

Please select **Event** in response to **Purpose of Visit**

Please enter **EFCOG Worker Safety and Health Workshop Fall 2024** in response to **Please provide a description of your visit including specific activities**.

Please select **Onsite** in response to **Is your request for onsite access to the Fermilab site, or virtual access to Fermilab information?** Additional fields will now appear.

Please select Monday 14 October 2024 (it will appear as **2024-10-14**) for the **From:** box.

Please select Friday 18 October 2024 (it will appear as **2024-10-18**) for the **To:** box.

Please select **Batavia** in response to **What Fermilab business site will you be visiting?**

To complete the **What building will you be visiting?**, please type **WH ATRIUM** into the box where it reads “Click magnifying glass to search” and **then** click on the magnifying glass to its right, and click on **WH ATRIUM** in the pop-up window. Do not click on the magnifying without entering your search text first.

The remainder of the form requests information about you and your home institution. If anything is not clear please review the screenshots PDF or the video hyperlinked above. Please do not close your browser tab when you have submitted your request; a confirmation pop-up window will appear with a request confirmation number that begins with **RITM**. Please record that number to help find your request in case anything goes sideways. You will know your request is successful when you receive an email with an attached informal invitation letter with a QR code. Please print the letter with the QR code.

Please bring the RealID that you submitted with your Site Access Request and the printed copy of the invitation letter when you travel to Fermilab. You will need that QR code and RealID to access the site and obtain your Business Visitor badge.

You will need to access Fermilab by the Batavia Road entrance off of Illinois Route 59 and go to the Fermilab Welcome and Access Center (FWAC) ([map](#)) to obtain your badge. You are encouraged to show up shortly after 07:00 because Monday morning is often quite busy at the FWAC, and it will take you 10 to 15 minutes once you have your badge to drive across the site to Wilson Hall. Wilson Hall does have a full-service cafeteria just steps away from our plenary session conference room.

Nearby hotels are available. You may find this list helpful: <https://travel.fnal.gov/fermilab-preferred-lodging/>.

If you have further questions about the Site Access Request or accessing the site, please contact our workshop’s point of contact, Dave Mertz, at mertz@fnal.gov or +1 630 840 6322.