Real ID Act Policy

I.   Scope:

This policy describes how Fermilab (FNAL) will meet the requirements of the Real ID Act.

The Real ID Act does not apply to general access areas, public areas or public events.

The Real ID Act is applicable only to personnel who desire access to a FNAL Property Protection Area – (PPA).

Procedures that demonstrate the implementation of these requirements are kept on file in the Fermilab Security Office.

II.   Employee Compliance (personnel with a "N" following their ID number):

New and existing employees who will require access to a PPA during the course of their employment must be authorized by the PPA Point of Contact (POC) and possess and display one of the following forms of identification:
- DOE security badge (HSPD-12), or
- Valid Fermilab ID

III.   Affiliated Visitor (User) Compliance (personnel with a "V" following their ID number):

New or Existing Users may obtain or renew their FNAL ID by:
- Having relevant information completed and approved by the appropriate Fermilab contact in FermiWorks and identification verified by the clerk in the ID office. The clerk will review, on-line, the information in FermiWorks and verify the identity of ID Badge requester. A non-compliant ID is acceptable for this instance since the User will have already presented to the User's Office all required documentation which is recorded in FermiWorks and available to the clerk in the ID Office.
- If non-compliant ID is presented verification with the visitor's FNAL POC is mandatory.

New and existing Users who will require access to a PPA during the course of their assignment at Fermilab must comply with the requirement above plus be authorized by the PPA Point of Contact (POC) and possess and display one of the following forms of identification:
- DOE security badge (HSPD-12), or
- Valid Fermilab ID

IV.   New or Existing Contractors (personnel with a "C" following their ID number)

New or Existing Contractors may obtain or renew their FNAL ID badge by:
- Having relevant information completed and approved by the appropriate Fermilab contact in FermiWorks and identification verified by the clerk in the Key and ID office. The clerk will review on-line information in FermiWorks and verify the identity of ID badge requester. A non-compliant ID is acceptable for this verification process.

New or Existing Contractors who will require access to a PPA during the course of their assignment at Fermilab must comply with the requirement above plus be authorized by the PPA Point of Contact (POC) and possess and display one of the following forms of identification:

- Present a Real ID Act compliant ID or
- Present a non-compliant ID and be validated with the appropriate Fermilab Point of Contact

V.   Short term nonaffiliated visitors (non-badged personnel):

Persons who have not been issued a Fermilab badge, nor have a DOE HSPD-12 badge and require access to a PPA shall obtain a Fermilab Visitor Pass. The request must be entered into the on-line Visitor Pass database which is accessible by all Fermilab employees with a current computer account. The link to the database is on the ESH&Q home page, Security tab, (http://www-esh.fnal.gov/pls/default/site_access.html). The information entered into the database includes the visitor's affiliation, purpose of the visit, and host for the visit. (See attachment 1.)
- The requester must report to the Communications Center, Wilson Hall Ground Floor, to obtain the Pass and present Real ID Act compliant identification, or
- In lieu of compliant form of identification the visitor shall report to the Communication Center. The Communication Center will validate the visitor with their FNAL POC and will issue a Visitor Pass to the person. The pass displays "Escorted Visit." A badged FNAL affiliate shall accompany the visitor throughout the duration of the visit in the PPA.

V: References:

Real ID Act
Real ID Act FAQs for the Public
Real ID Act Compliance by State

Attachment 1 – Site Access Request Form (Snapshot from Database)
http://www-esh.fnal.gov/pls/default/site_access.html

Fermilab Security Site Access Request Database

Standard Visitor Passes

Go to Special Event Visitor Passes

Previous Requests Hint: Rather than re-entering data for similar requests, go to a previous request and copy it. You'll have an opportunity to edit the data before saving.

Host's Fermi ID [_____] ⊙ Employee ○ Visitor ○ Contractor ○ Other -- Name Search -- Fermilab Phone Book

Purpose of Visit [_____]

Arrival Date [11/23/2015] ▾📅 (format: MM/DD/YYYY)

Approximate Arrival Time [08:00 AM ▾]

Number of Days [1 ▾] Note: Must be consecutive business days. A separate pass is required if your guests' visit spans non-business days such as weekends.

Guests/Vendor If you don't know the person's name then leave the name fields blank and enter only the vendor's name. The vendor/affiliation is required (except for special event passes). If the individual is not associated with a vendor or affiliation enter "**Guest**" for the vendor/affiliation field. To remove a guest, clear both the name and vendor/affiliation fields.
Limousines: "Name" - can leave blank. "Vendor/Affiliation" - enter company name, and include "limo" or "taxi", i.e., West Suburban Limo, or W.S. Limo, or ABC Taxi, or XYZ Transport (Limo). "Purpose of Visit" - state drop-off or pick-up, customer's name, and location, i.e., "drop-off for John DOE, @WH". Or "pick-up for host @ 18 Sauk"

	First Name & Middle Initial (if known)	Last Name	Vendor or Affiliation
1	[_____]	[_____]	[_____]
2	[_____]	[_____]	[_____]
3	[_____]	[_____]	[_____]

Bulk Upload [Upload CSV File]
Upload a standard Excel CSV file containing one "First Name", "Last Name" and "Vendor/Affiliation" per line.

Notification Do you wish to receive an email when your guest(s) arrive? ⊙ Yes ○ No

[More Guests] [Submit] [Save and Print]

WARNING: This policy is subject to change. The current version is maintained on the ESH&Q/Security Department website