



Main Badge Office: (505) 667-6901
 Cleared Official Visitors: (505) 667-5587
 Main Fax: (505) 667-1368
 Classified Visits Fax: (505) 667-9194
 Mail Stop T002
 Email: badge@lanl.gov
 Web: badge.lanl.gov

U.S. Visitor Badge Request

Use this form:

- For visits by U.S. citizens **only**
 - To list multiple visitors provided they are coming for the **same** visit and have **identical** visit information (Box 1)
- Do **NOT** combine [classified](#) and [unclassified](#) visits **on the same form**.

Host Information

Point of Contact	Organization	Org. Code	Date of Request	Telephone	Fax #
Contact's Email Address	Name of Host	Host's Clearance Level	Host's Z#		

Host Signature Block

As the host of the visitors described below, I assume full responsibility for adhering to all DOE and Laboratory requirements. I will notify the Badge Office immediately if the visit terminates prior to the stated end date.

 Host Signature (*The host must sign. No designees accepted.*)

 Date

Box 1: Visit Information - If requesting a LANL site visitor badge also submit [Lab Form 1782](#)

Start date of visit	Expiration date of badge (<i>one year maximum</i>)	Picture badge requested (required for visits > 10 days) <input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of visit (<i>be as specific as possible</i>)		
For classified visits only		If yes, give name of program or contract number below.
1. Is this visit in support of a reimbursable program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. Is this visit in support of a Phase III (or beyond) program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3. Does this visit include a request for an ADWEM Blue Room tour?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must obtain prior approval (call 665-0479 for approval)
For unclassified visits only		If yes, give name of area to be printed on badge.
Is badge to be issued for use in a specific area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
(maximum of 6 characters including spaces)		
Badges will not have a magnetic stripe unless specifically requested by checking below.		
Encode for: a. Property Protected/Open Only <input type="checkbox"/> b. Security Perimeter Areas (hand geometry enrollment) <input type="checkbox"/>		
Do not encode but please include magnetic stripe on back of badge. <input type="checkbox"/>		

Box 2: Visitor Information - Do not list cleared and uncleared visitors on the same form.

Visitor Name (Last, First, Middle)	SSN of Visitor	Employer	Clearance (U, L, Q, S, TS)	Access Requested* (level/category/ sigma)	Badge Office Use Only: Access Granted

* Sigma 1 covers Sigmas 1-10; Sigma 2 covers Sigmas 2-10; Sigma 3 covers Sigmas 3-10; and Sigma 12 covers Sigmas 12-13.

Badge Office Use Only: Visit Approved By

 Signature

 Date

