



DOE **Standard Badge Request**

This form is being resubmitted with corrections.

Note: A DOE Standard Badge is issued to U.S. citizens only.

TO: Badge Office: (505) 667-6901
 Fax: (505) 667-1368
 Mail Stop T002
 Email: badge@lanl.gov
 Web: badge.lanl.gov

Point of Contact:
 Name: _____
 Date: _____
 Telephone: _____
 Fax: _____

PLEASE ADHERE TO THE DETAILED REQUIREMENTS LISTED ON THE LAST PAGE. THIS FORM WILL NOT BE ACCEPTED IF THESE REQUIREMENTS ARE NOT MET.

Data for Person to be Badged. (If request covers more than one person, enter "*See Attached*" below and put ALL names on continuation sheet (next page))

Z Number	Name of person to be badged (Last, First, Middle Initial)	Group	Citizenship U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
U <input type="checkbox"/> Uncleared	L <input type="checkbox"/> L-Cleared	Q <input type="checkbox"/> Q-Cleared	If this person is to be badged as a subcontractor/vendor, the following must be completed: Employer: _____ Contract No.: _____
If a clearance badge , has the clearance level requested already been 1) granted; 2) reinstated; OR 3) transferred to LANL? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Authorization by Requesting Organization

This badge request requires official approval. The following have [signature authority](#) for this form: Division Directors, Group Leaders, or their designees as indicated in the Laboratory's [Signature Authority System](#).

Name of Approver (Please print or type)*	Title*	Group/Division	Org. Code**
Approver's Signature _____		Date _____	

* This request will not be accepted if the approver's name and/or title is missing.
 ** Needed to verify SAS authority-there is no charge.

For Badge Holder Only

I request that my Social Security Number appear on the reverse side of my badge.

Badge Holder's Signature _____ Date _____

Continuation Page

Point of Contact:
Name: _____
Date: _____
Telephone: _____
Fax: _____

All four columns must be completed for *each* person listed below.

Name	Z Number	Clearance Level	Citizenship
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>
			U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>

Approver's Signature _____	Date _____
Signature and date must match that on the first page of this form.	

Detailed Requirements

If this page is sent back to you with a rejected form, consult those boxes below that have been checked for the reason why the Badge Office did not accept the request.

This form **is required** in the following situations:

- First-time issuance of a badge by LANL
- Badge at a higher clearance level than current badge (e.g., U to L, L to Q, U to Q)
- Change of LANL employer (e.g., change of subcontractor, moving from subcontractor to UC employment)
- Re-issuance of a badge when current badge has an expiration date (affiliates, associates, consultants, subcontractors, etc.).

This form **is not required** in the following situations:

- Badge at a lower clearance level than current badge
- Replacement of damaged or [lost badge](#)
- Change of facial appearance
- Change of name (as long as new name appears in EIS).

Requirements for the Requesting Organization

- A DOE Standard Badge is issued to [US citizens](#) only.
- This form is used to request a DOE Standard Badge only, and cannot be used to request any LANL site-specific badges.
- This form must be filled in by the requesting organization. The person to be badged may **not** complete any portion of the form **except** the box **For Badge Holder Only**.
- Person(s) to be badged must have an active and/or updated EIS record at the time of badging.
- A badge with an expiration date will only be renewed within 30 days of the current expiration date and only if the individual's EIS record has first been updated with a new termination date.
- The following data must be submitted correctly, as the Badge Office will not make corrections: Z number, clearance level for badging, and if applicable, subcontractor name and contract number. If corrections are needed, please submit a corrected copy and check the box at the top.
- This request is valid for 30 days from the date it was signed.
- Form 917 will not be accepted until the clearance level requested has actually been granted.
- A continuation sheet to this form listing names of multiple individuals to be badged is acceptable. Each continuation sheet must be signed by the same approving official with the same date of signature as on the original form.
- Any attachment sheet used must contain all the information for each person listed that is required on the continuation sheet page that is part of this form.
- Only the badge holder (not a manager) can request that the Social Security Number appear on the reverse side of the badge. If the badge holder plans to request this, use this form for that person only—do not include that person on a continuation sheet.
- No names may be added to this request after submittal. Submit a separate request or a revised request instead.
- Minor** corrections may be penned in and re-submitted, but any such changes must be initialed by the person preparing the request or by the approving official. In general, it is preferable to re-submit a corrected request.
- Do not submit duplicate copies of this request to the Badge Office, including copies given to the person(s) to be badged, if the request has already been submitted to the Badge Office.

Requirements for the Person to be Badged

- You must be badged within 30 calendar days of the grant or transfer of your clearance, and within 30 calendar days of this request having been signed by the approving official.
- A badge with an expiration date will only be renewed within 30 days of the current expiration date and only if your EIS record has first been updated with a new termination date.
- Read** all the way through the clearance notification sent to you by the S-6 Clearance Processing Team if you have been granted a clearance—it contains important information which may affect your ability to be badged correctly. Bring a copy of the notification with you to the Badge Office.
- Only you (not your manager) can request that your Social Security Number appear on the reverse side of the badge. Use the box on the form to authorize this. Unless you authorize it, your Social Security Number is never printed on your badge.
- Before** being issued a cleared DOE Standard badge for the **first** time by LANL, you **must** take the DOE-mandated [Comprehensive Security Briefing](#). If your clearance has been **extended** to LANL, you are not required to take the briefing nor will you be eligible for a DOE Standard badge issued by LANL.