

# Security Badge Request Information Form

All badges will require all information requested below.

1. PNNL Staff Point of Contact (Host): Colette Campbell, Colette.Campbell@pnnl.gov
2. Have you visited a PNNL campus in the past? Yes No
3. Are you a US Citizen? Yes No  
*IF the answer is No, please **contact your host immediately** to start the FNV request process. Note: the FNV application can take a minimum of 20 days to process once the completed application is submitted to the FNV Office.*
4. Complete **Legal** Name (First/Middle/Last; “Robert” not “Bob”):  
Suffix (Jr., III, etc.):
5. Social Security # (if emailing this form, enter your first 5 SSN and call Colette at 360/681-4565 with the last 4 SSN to keep information secure. You can leave a message with your name and last 4 SSN – the phone line is password protected):
6. Company/Organization **Name, Job Title** and **Address**:
7. Mailing Address (street/city/state/zip...NO PO Box):
8. Home Phone # OR Cell Phone #:
9. Date of Birth:
10. Place of Birth (City, State):
11. Email address for training (can be business or home):
12. Driver’s License or Passport # (be sure to note issuing state if using DL; see REAL ID section below. This can be provided at time of badging.):

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This form will be shredded after the request is processed through the Badge Request System. The hard copies are maintained in a locked, limited access area. Electronic versions are held on a secure, limited access drive and enhanced security is used if necessary.

Once the badge request is entered and Training is assigned if needed, an email containing password and link to training requirements will be sent to the email address noted. **A badge cannot be issued until training is complete.**

At time of badging, you will be required to present legal, current photo ID (driver’s license, passport... NOT a Costco card!) If a hard badge is necessary for your visit, a headshot photograph will be taken for your new badge. Please plan for approximately 15 minutes to print the badge. ID must meet the REAL ID requirements as stated in section below.

**Lobby hours are Monday to Friday, 8 am to 4pm unless otherwise arranged.**

## Real-ID Act

In 2005, Congress enacted the REAL-ID Act pertaining to standards for security, authentication, and issuance procedures for the state driver's licenses and identification (ID) cards, as well as, various immigration issues pertaining to terrorism. The REAL-ID Act prohibits Federal agencies from accepting for "official purposes" driver's licenses and identification cards from states unless the Department of Homeland Security determines that the state meets the standards. Official purposes are defined as accessing Federal facilities, entering nuclear power plants, and boarding federally-regulated commercial aircraft.

To comply with the REAL-ID Act, individuals requiring a badge for access where the presentation of identification is required must either present a driver's license or ID card from a REAL-ID compliant state or an alternate acceptable form of ID before unescorted access will be given. If presentation of a non-compliant driver's licenses or other form of acceptable identification cannot be provided, escorted access must be given. A visitor who presents a REAL-ID non-compliant state driver's license or an identification card and cannot provide an additional form of acceptable ID will be given escorted access.

### Acceptable Single Source Forms of Identification for PNNL Access

*Note 1: Only ONE form of identification is required if photo ID is from the following list.*

*Note 2: Original or certified copy of documents only. No expired or cancelled documents.*

- Standard driver's license\* (See exception below)
- State-issued ID card\* (See exception below)
- Enhanced driver's license
- U.S. passport (book or card)
- U.S. Military or a U.S. Military dependent's ID card
- ID card issued by a U.S. government agency or entity, including
  - Native American tribal ID
  - Transportation Worker ID Card (TWIC)
- HSPD-12 badge

**\*EXCEPTION:** If the standard driver's license or state-issued ID card is from a Real ID non-compliant state (Currently all States are either compliant or have been granted an extension, however this changes routinely so be aware!) you will need to present a second form of ID from the list below. If an acceptable form of second ID cannot be presented, "**escorted**" access will be given.

<sup>1</sup> *Enhanced driver's license is accepted as a single source of identification.*

### Acceptable Second Forms of Identification for PNNL Access

*Note 1: Original or certified copy of documents only. No expired or canceled documents*

*Note 2: First and last name must match with photo ID*

- U.S. Social Security Card
- Birth Certificate - Original or certified copy with seal, issued by a government entity (state, country, municipality, etc.) *Note : Hospital birth certificates are not allowed.*
- ID card issued by a federal, state, or local government agency or entity
- Voter's registration card
- U.S. Coast Guard Merchant Mariner Card
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- U.S. Citizen ID Card (Form I-197)
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Native American tribal document or ID card