

Site Access at Fermi National Accelerator Laboratory

All conference participants need to obtain Fermilab site access approval before arriving onsite. Guests with HSPD-12 badges must also obtain approval.

To start your site access, please use this link: [Fermilab Site Access](#) and register as a Business Visitor.

- The access approval process could take anywhere from a few days and up to several weeks depending on the specific situation, so please submit access requests as soon as possible.
- To help expedite your request, **below are specifics for this conference.**
 - Reason: Business Visitor
 - Previous Fermilab Account: Yes or No
 - Affiliation Visiting: DOE Contractor Attorneys Association (DOECAA) Conference 2026
 - Point of Contact: Beth Fancsali
 - Purpose of Visit: Event
 - Description of Visit: DOECAA conference with lectures and tours
 - Request Type: Onsite or Virtual
 - Dates: April 22
 - Location: Batavia
 - Building Visiting: WH ATRIUM
 - Personal Information

BEFORE ARRIVAL

Upon Fermi site access registration, a business visitor access request will be automatically created for you. You will receive an email from Fermilab Service Desk (fermi@servicenowservices.com) containing your **access request number (RITM number)**.

- Upon approval, **you will receive an informal invitation with a QR code.** Foreign nationals, please see additional information below if you have not received your informal invitation letter yet.
- *You can check the status of your access request using your access request number (RITM): [ServiceNow \(servicenowservices.com\)](#) received via email.*

Additional Information for Foreign Nationals

- **I-94 INFORMATION:** Once initial Site Access documentation has been completed, your Site Access status will remain pending until your I-94 documentation is uploaded (upon arrival into the U.S.).

If you are traveling on ESTA (Visa Waiver program) or using a B-1/B-2 Visa, Fermilab requires that you enter as a **business visitor (WB or B-1)**, not a tourist (WT or B-2), to come onsite. Please make sure that you get the correct Visa at the U.S. border passport control.

- **IMMEDIATELY UPON ENTRY TO UNITED STATES:** The electronic I-94 form is available to you immediately through the [CBP I-94 website](#) or CBP One™ mobile app once you go through U.S. Customs.

Travelers should have received an email from Fermilab Service Desk with an individualized link to upload their I-94. Please upload your I-94 upon arrival to the United States.

Upon upload of your I-94, your Site Access status will be finalized and your QR code will be issued.

ARRIVAL TO FERMILAB

*****CARPOOLING IS HIGHLY ENCOURAGED*****

Rideshare service to Fermi can be challenging, therefore please consider carpooling for your trip to Fermilab. The GPS address for Fermilab is: **Kirk Road and Pine Street, Batavia, IL.**

The lab has two entrances: [Kirk Road and Pine Street \(main entrance\)](#) or Batavia Road and Route 59. We recommend arriving at the main entrance for quick access to Wilson Hall.

When you arrive, **proceed to [Wilson Hall](#) to pick up your badge and to check-in.**

- Please have your [REAL ID](#) (including passport) ready.
- Badging and check-in will begin at **7:15 am** on Wednesday, April 22.

If you leave campus and come back, you can re-enter through either the [Pine Street](#) or [Batavia Road](#) security gate. You will need to show your (1) [REAL ID](#) (including passport) and (2) your BV badge to the guard at the gate every time you enter the site.

Parking Locations are shown below:



Site Access at Argonne National Laboratory

All conference participants need to obtain ANL site access approval before arriving onsite. Guests with HSPD-12 badges must also obtain approval.

Please **use this link for the gate passes for access to Argonne:**

https://apps.anl.gov/registration/visitors/new?sponsor_email=nlacombe%40anl.gov&new=Verify+Sponsor+E-mail .

Note: After registering through this link, you should receive a confirmation email that provides details for [Argonne site entry requirements](#).

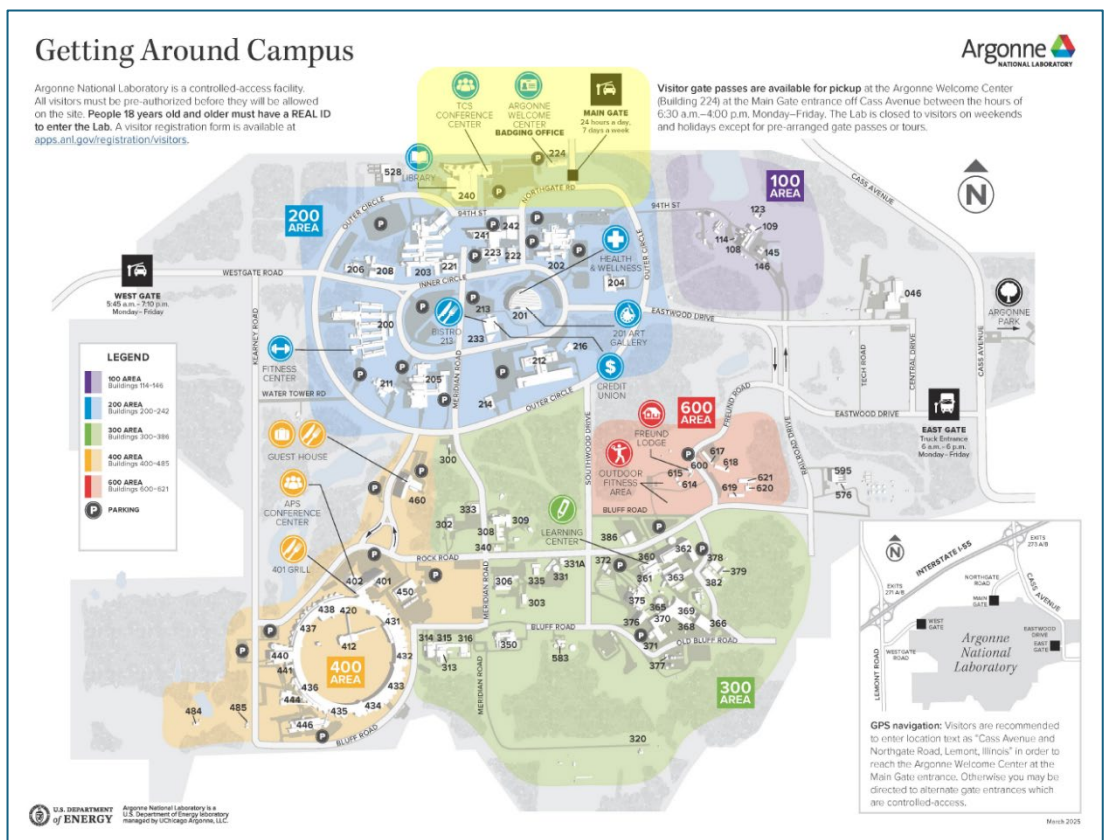
ARRIVAL TO ARGONNE – Proceed to the Argonne Welcome Center

Carpooling is encouraged. Badges and visitor gate passes can be picked up at the [Argonne Welcome Center](#) at north gate. **The Argonne Welcome Center is located in Building 224, outside of the main/north gate.** It will be open and issuing visitor gate passes Monday through Friday from 6:30 a.m. to 4:00 p.m. Visitor gate passes during non-business hours are issued at North Gate (Main Gate).

We will be meeting in Theory and Computing Sciences (TCS) building, which is **Building 240.**

You can access the online Argonne campus map here:

[ANL Campus Map](#)



Getting Around Campus

Argonne National Laboratory is a controlled-access facility. All visitors must be pre-authorized before they will be allowed on the site. **People 18 years old and older must have a REAL ID to enter the Lab.** A visitor registration form is available at apps.anl.gov/registration/visitors.

Visitor gate passes are available for pickup at the Argonne Welcome Center (Building 224) at the Main Gate entrance off Cass Avenue between the hours of 6:30 a.m.–4:00 p.m. Monday–Friday. The Lab is closed to visitors on weekends and holidays except for pre-arranged gate passes or tours.

