

Sandia National Laboratories Contractor Badge/Clearance Forms Tip Sheet

This document will assist you with identifying the purpose of each form. The bottom of the page includes a quick guide as to which form(s) will be required from the line organization to complete the required action.

	FORM NO. & FORM TITLE	FORM DESCRIPTION	
A	(SF 7643-CEC) Contractor/Consultant Badge/Clearance Request Form	The information requested on this form allows for the Clearance Office to process the necessary badge and clearance for an individual.	
B	(DOE AL F 470.1) NNSA Service Center Clearance Action Request/Personal Identify Verification	This form is required to request and recertify a clearance for individuals that require access to DOE classified information or matter, or category of Special Nuclear Material.	
C	(SF 2730-CIV) Contractor Pre-Processing Background Review Certification	This form is required when requesting an initial clearance and clearance reinstate for an individual. The contract company is responsible for completing and submitting this form to the sponsoring organization for submittal with the clearance request paperwork.	
D	(DOE F 5631.18) Security Acknowledgement Form	This form is required for most clearance actions when an individual requires access to DOE classified information or matter, or category of Special Nuclear Material.	
E	(DOE F 5631.29) US DOE Security Termination Statement	The purpose of this form is to terminate an individual's security clearance at SNL. It is not related to employment; therefore, completion of this form does not mean that the individual has terminated employment, only that the clearance is no longer needed. Must be submitted within two days of the clearance termination date.	
F	(SF 4300-CRC) Administered Training Form	This form provides documentation that the Security Termination Debriefing Video (SEC225) has been viewed. Submit this form with DOE F 5631.29 US DOE Security Termination Statement.	
CLEARANCE ACTION		FORMS REQUIRED	FACILITY SECURITY OFFICER REQUIREMENT
Initial clearance		A, B, C, D	Ensure all forms with the exception of (OMB No. 0930-0158) Federal Drug Testing Custody and Control Form are fully completed, have all required signatures and are submitted to the respective SNL Personnel Security Clearance or Visitor Control Office in a timely manner.
Downgrade		A, B	
Upgrade		A, B, D	
Extension		A, B	
Reinstate		A, B, C, D	
Reciprocity		A, B, D	
External Transfer		A, B	
Immediate Transfer		A, B, E	
Termination & Administered Training		E, F	
Reinvestigation		B, D	
			Prior to completing paperwork, please ensure that the SNL Manager or delegate has created an active relationship for the applicant in Enterprise Person.