

REQUEST FOR UNCLASSIFIED VISIT

CONDITIONS:

SNL/NM Host is responsible for briefing incoming visitors on all site security requirements for prohibited and controlled items, referenced in CPR400.3.10 and follow [Access Controls in CPR400.3.11](#).

SNL/NM Host is responsible for the collection of all Security Badges from their visitors, prior to their departure from SNL.

1. Access is for **official** business, not for personal reasons or social function. However, if access is for anniversary/retirement party, approval from the Chief Security Officer (CSO) of Sandia National Laboratories is required (*per CPR 400.3.11: Exceptions require [approval](#) (via memo) to the Chief Security Officer (CSO), accompanied by [SA 2730-KB](#)*) Signature from the CSO is required on form SA2730-KB. The Request for Unclassified Visit may then be faxed to 844-4263.
2. Event or visit is a job requirement or is directly job-related.
3. Access to all classified information or matter and to all special nuclear materials, can be positively prevented.
4. The authorized escort assumes responsibility for packages, parcels, or briefcases brought into a security area by the uncleared person.
5. All individuals in the vicinity are made aware of the presence of an uncleared person.
6. Sandia has a critical need for this access, and/or the individual has a clearly unique ability to be in a pertinent area.

Must be received in Badge Office a minimum of 24 hours or expect a delay in processing.

INSTRUCTIONS:

“Building Badge Only”: Only check box for **specific** building access

1. SNL/NM Host's social security number and name
2. SNL/NM Host's phone number
3. SNL/NM Host's signature
SNL/NM Chief Security Officer's signature – Required for all visitors wanting to attend a non business function (Ex. Retirement Celebration) Contact Lorraine Segovia for acting CSO information.
4. SNL/NM Host's organization
5. SNL/NM Host's fax number
6. Duration of visit not to exceed 6 months. Any exceptions to this must be approved by the Badge Office Team Lead or Personnel Security Department Manager. Host's must submit an SA 2730-SIX, *Request for Exception to 6 Month Issue*, to request an exception. Enter month, date, and year
A visitor picture badge may be issued if the visitor is NOT working on an active contract for Sandia National Laboratories. If individual is working on an active contract, Contractor Badge/Clearance Request (SF 7643-CEC) must be completed and submitted to the Clearance/Badging Clerks.
7. Location to be visited (Tech. area, Bldg. #)
8. Purpose of visit (*give a clear, concise purpose; DO NOT use acronyms*).
9. Must be a U.S. citizen. (For foreign visits contact Foreign Interactions Office, 844-8263)
10. a. Visitor's social security number
b. Visitor's name (last, first, middle)
c. Company/Other Affiliation
d. Date of birth (Not required for job candidates)
e. Company/Other address

Send to MS 0171 or fax to 844-4263. For questions, call 284-3626.

For *non-picture* badges that will be picked up by host, prior arrangements must be made with the Badge Office

Team Leader. Requests will be approved on a case by case basis depending on circumstances.

SITE (if other than SNL/NM): _____

INCOMPLETE FORMS WILL BE RETURNED TO ORIGINATOR

SNL/NM Host is responsible for the collection of all Security Badges from their visitors, prior to their departure from SNL. Ensure the badge is returned to the Badge Office for proper destruction, when expired or no longer needed.

Must be received in Badge Office a minimum of 24 hours or expect a delay in processing.

**OUO
REQUEST FOR UNCLASSIFIED VISIT**

**Return to Badge Office
MS 0171 (Fax 844-4263)
Info Line: 284-3103**

**Visit Key # _____
(For Badge Office Use Only)**

(Form may be typed, printed legibly, or completed electronically). **CHECK BOX FOR BUILDING BADGE ONLY**

SNL/NM Host _____ Phone No. _____

1. SSN or Employee ID _____ Name *(Must be Q or L cleared)* _____ 2. _____

_____ Org. _____ Fax No. _____

3. Host's Signature _____ 4. _____ 5. _____

Chief Security Officer Signature (Exception Authorization if required)

6. Date(s) of Visit _____ 7. **Location of Visit** _____

8. Purpose of Visit
(Be Specific) _____

9. Are the individuals listed below U.S. Citizens? Yes No

10. Are T-Badges being requested? Yes No

If the T-Badge request is for less than 25 visitors a [SA 2730-TMP](#) needs to be completed and submitted to the Badge Office for approval.

11.a SSN or Employee ID _____ b. Visitor _____ c. Company/Other Affiliation _____ d. DOB _____
(only for visitors under 18)

e. Company/Other Address: _____

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PRIVACY ACT INFORMATION STATEMENT

Collection of the information requested is authorized by Section 145 of the Atomic Energy Act of 1954, as amended (PL 83-703, 42 USC 2165). Compliance with this request is voluntary; however, if the information submitted is inadequate or incomplete, approval for your visit to a classified or unclassified DOE Facility, or your access to classified or unclassified information may be delayed or withheld. The information you furnish will be used by DOE and DOE contractors to control access to the various forms of classification information and areas.

SA 2730-EAL (8-2007)

Since the Badge Office has moved offsite to the new IPOC building, the Entry Authorization Listing (EAL) no longer needs to be completed by the SNL/NM Host.

Once a badge is obtained at IPOC, the visitor can simply present their badge to the guard at the gate. Entry is allowed through any of the KAFB gates as long as the person has a valid badge. DOE colleagues also fall into this category, granted they bring their standard DOE badge.

Exceptions to this are as follows:

- **If the visitor will be obtaining a building badge onsite KAFB, they will need to be put on the [EAL](#).**
- **If the visitor has any other business need to come onto KAFB, but are not obtaining a badge (Ex. Public Area Function/Meeting), they will need to be put on the EAL.**

Form must be filled out completely & e-mailed to “EAL” in the Global Address List. Hard copies will not be accepted.

All visitors on the EAL will be required to come through the main [EUBANK GATE ONLY](#). When the visitor drives up to the Eubank Gate, they will tell the guard that they are on an EAL. They will have to present a valid driver’s license. A rental agreement (if applicable), current registration, & proof of insurance may also be requested.

Forms must be received at least by noon the business day before of your visitor’s arrival.

A visitor may remain on the EAL for up to 5 days.

A Foreign National may be put on the EAL, so long as their citizenship is clearly stated on the form, they have a valid driver’s license, and have a need to come onto KAFB.

Note: If the visitor will be arriving on KAFB during non business hours (6:00 am – 6:00 pm or during the weekend), a SFMIS Pass Request should be submitted instead of an EAL if they do not have a SNL visitor or DOE standard badge.

For more information, view the link regarding [Frequently Asked Questions](#).