

CLEARANCE SUBMITTAL GUIDELINES

Clearances can be sent to the SNL Badge Office via JPAS, on a company letterhead or the DOE 5631.20 form.

JPAS SMO Code: 07187-SNL

Fax: 505-284-8812

Email: incoming@sandia.gov

Submitting clearances via JPAS (preferred):

Use SMO code 07187-SNL. The request must include the dates of visit, technical POC (i.e., the SNL host of the meeting), and purpose. If the visit involves RD, the visitor's CNWDI approval must be reflected.

If unable to send clearances via JPAS, the following is required on a company letterhead or the DOE 5631.20 form:

1. Name
2. Social Security Number
3. Citizenship
4. Date of Birth
5. Type of clearance (Secret or Top Secret) **AND** Date of clearance
6. Dates of visit
7. Purpose of the visit (no acronyms)
8. Person to be visited (must be a SNL employee; not security personnel)
9. Place to be visited (Sandia National Laboratories)
10. Security officer signature and Security title (the word security **MUST** be in the title)

For visits at the **SRD** level, clearances can only be accepted via JPAS or on the DOE 5631.20 form (to include the following additional information):

- CNWDI access **AND** brief date
- Signature and title (title **MUST** be out of the DOD Directive 5210.2, Enclosure 4)
- All 3 boxes must be checked yes (see example below)
- Specific Information to Which Access is Requested box must reflect "SRD" (see example below)

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED: SRD	Access requested to: Restricted Data <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other classified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No info
Prior arrangements have/have not been made as follows: <input type="checkbox"/>	
CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE <small>This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.</small>	
Authorized access to Critical Nuclear Weapon Design Information (CNWDI) in Accordance with DOD Directive 5210.2 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: 'Interim' DoD clearances are not accepted.