



# SUBCONTRACTORS: With Off-Site Parking



## INITIAL PARKING & FOREIGN NATIONAL SCREENING (prior to access):

- Obtain *Subcontractor Registration Form* from Facilities Project Manager (Facilities PM)
- Submit completed form to Facilities PM before project start date
- Site Access Office pre-screens registration forms and prepares daily roster of approved workers

## FOREIGN NATIONAL ACCESS:

- Foreign nationals from **sensitive** countries who require LBNL access for 30 days or more must also submit *DOE FACTS Questionnaire: Subcontractor On-site Access* and copies of immigration documents before access can be granted [Contact Facilities PM for form]
- Foreign nationals from **terrorist-sponsoring** countries will **not** be granted access to LBNL without **PRIOR** DOE Headquarters approval (6-8 month process). Truck delivery drivers from these countries will be turned away at LBNL gates or pickup locations.
- **NOTE: Naturalized U.S. citizens are exempt**

## SUBSTITUTIONS:

- Substitutes must submit completed *Subcontractor Registration Form* to Facilities PM prior to start date
- Substitutes who have not been pre-screened may encounter **lengthy delays** to complete same-day registration and screening processes before they can begin work.
- Substitutes from sensitive or terrorist-sponsoring countries are subject to the above foreign national access requirements. Substitutes from terrorist-sponsoring countries will **not** be allowed on-site without **PRIOR** DOE approval. Truck delivery drivers from these countries will be **turned away** at LBNL gates or pickup locations.

## PRIMARY POINT OF CONTACT:

- Contact Facilities PM for specific project information, forms, and report-to-work instructions

## ADDITIONAL INFORMATION ON FOREIGN NATIONAL ACCESS REQUIREMENTS:

- (510) 486-7572 (Foreign Visits & Assignments) or 486-4855 (Site Access)
- For information on foreign national access requirements & list of countries, see <http://www.lbl.gov/ufva>