

CITIZENSHIP VERIFICATION FOR UNCLEARED US EMPLOYEES

To ensure current and future recipients of uncleared badges are only issued to US citizens, the Badge Office will implement the following procedures on May 14, 2007:

1. New LANL employees including subcontract workers who are submitted for a standard DOE or LANL-only uncleared badge must provide proof of citizenship at the time of badging. If a new employee does not provide proof of citizenship, he or she will not receive a badge.
2. Current LANL employees including subcontract workers who have been issued either a standard uncleared DOE or LANL-only badge intended for US citizens must establish their US citizenship **no later than July 31, 2007**. If an employee does not provide proof of citizenship by this time, his or her badge will be electronically deactivated, and further access to the Laboratory will be prohibited until the Badge Office verifies proof of citizenship.
3. All current LANL employees and subcontract workers who are in process for a DOE security clearance and have already provided written proof of US citizenship to SEC-PSS6, Personnel Security Group, may be exempt from this process. These employees must contact the Badge Office prior to July 31 to ensure their badges will not be deactivated.



Note: This policy does not apply to: 1) LANL employees including subcontract workers who have active DOE or other Federal clearances. This includes cleared employees and workers with active LANL-issued Q- or L-cleared security badges; and 2) either cleared or uncleared foreign nationals, who will continue to be badged in accordance with current DOE and LANL policies.

Proof of US citizenship includes an original photo identification card, such as a current and valid state driver's license, and an original of one of the following five documents:

1. For an employee born in the US, a birth certificate is the primary and preferred means of citizenship verification. Acceptable birth certificates must show that the record was filed shortly after birth and must be certified with the registrar's signature. The birth certificate must bear the raised, impressed, or multi-colored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable.



Note: A delayed birth certificate (one created when a record was filed more than one year after the date of birth) is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of the birth. Other documentary evidence can be early census, school, or family records; newspaper files; or insurance papers. All documents submitted as evidence must be original or certified.

2. For an employee claiming citizenship by naturalization, a certificate of naturalization showing the individual's name is required.
3. For an employee claiming citizenship acquired by birth abroad to a US citizen, one of the following (showing the employee's name) is required:
 - Certificate of Citizenship issued by the Immigration and Naturalization Service;
 - Report of Birth Abroad of a Citizen of the United States of America (Form FS 240); or
 - Certificate of Birth (Form FS 545 or DS 1350).
4. A US passport, current or expired.
5. A Record of Military Processing-Armed Forces of the US (DD Form 1966), provided it reflects that the employee is a US citizen.



NOTE: If an original cannot be provided, an agency-certified copy provided by the issuing organization or a copy certified by a notary republic as an exact copy will suffice.

Resources:

-  Badge Office, 667-6901, badge@lanl.gov
-  Security Help Desk, 665-2002, security@lanl.gov

References:

- 1.) DOE M 470.4-2, Physical Protection, Chapter XV, DOE Badge Program.
<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-2c1.pdf>
- 2.) DOE M 470.4-5, Personnel Security.
<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-5.pdf>