

CONTRACTOR/CONSULTANT BADGE/CLEARANCE REQUEST FORM

SECTION 1: CONTRACTOR/CONSULTANT INFORMATION			
a. Name (Last, First, Middle):		b. Date of Birth:	
c. Social Security Number:	d. SNL ID:	e. Contractor/Consultant's email Address:	f. Key Management Personnel? Yes No
g. Personal Physical Address (Street Address, Apt #;City,State;Zip Code) :			
h. Citizenship: U.S. Citizen Foreign Citizen Dual Citizen If Dual Citizen, list countries of citizenship below:		i. U.S. Citizenship Verified by: Printed Name: _____ Signature: _____	
SECTION 2: COMPANY & CONTRACT INFORMATION			
a. Purchase Order (PO)/Contract Purchase Agreement (CPA):		b. Contract Expiration Date:	c. SNL Sponsoring Information: Org. #: _____ Mail Stop: _____
d. Legal Company Name or Consultant Name:		e. Doing Business As: (If Applicable)	f. Prime Contract Company: (If Applicable)
g. Company or Consultant Personal Physical Address: (Street Address, Apt #;City,State;Zip Code)			
h. Company Phone Number:		i. Company Fax Number:	
j. Facility Security Officer Name: (If Applicable)		k. Facility Security Officer E-mail: (If Applicable)	
SECTION 3: CONTRACTOR/CONSULTANT TRAINING			
Training Completion:			
a. SEC-050 Initial Security Briefing			
b. ESH100 or Contract-Specific Safety Plan (ESH100G)			
c. Training Verified by:			
SECTION 4: BADGE REQUEST (Select Applicable Box)			
1. Does the contractor or consultant require a clearance? Yes No If yes, what clearance type is needed? DOE L DOE Q			
2. Does the contractor or consultant require physical/swipe access to Sandia National Laboratories? Yes No			
SECTION 5: SANDIA REQUESTER & MANAGER INFORMATION			
The Sandia Requester and Manager must both be employees of Sandia National Laboratories. The Sandia Requester will receive all Sandia Personnel Security administrative type notifications (ex.: badge ready notification, badge renewal notifications). This person can be different from the Sandia approving Manager.			
a. Sandia Requester Name:		Org. Number:	Mail Stop:
b. Approving Sandia Manager Name:		Org. Number:	Mail Stop:
Signature:		Phone Number:	Date:
PERSONNEL SECURITY USE ONLY			
CONSULTANT		CONTRACTOR	
Enterprise Person Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No		FOCI Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending Contract Level:	
CPCI Verified: <input type="checkbox"/>		Facility Code: _____ Employer Code: _____	
Info in Oracle: <input type="checkbox"/> Yes <input type="checkbox"/> No		CPCI Verified: <input type="checkbox"/>	
No Fee Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No		Action Required: <input type="checkbox"/> Extension <input type="checkbox"/> New <input type="checkbox"/> Reciprocity <input type="checkbox"/> Reinstate <input type="checkbox"/> Renewal <input type="checkbox"/> Upgrade	
Processed Date:		Processed Date: _____ Enterprise Person Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Contractor/Consultant Badge/Clearance Request Form Instructions

GENERAL INFORMATION			
<p>The difference between consultants and contract associates is that consultants work for/ represent themselves and their contracts are placed with Sandia using their individual names, while contract associates work under a contract assigned to the company name they work for.</p>			
SECTION 1: CONTRACTOR/CONSULTANT INFORMATION			
a.-e.	Enter the individuals requested personal information in these fields. NOTE: An SNL ID will be generated once EP has been populated for an initial request.		
f.	Indicate whether the individual is Key Management Personnel.		
g.	Enter the individual's current residence.		
h.-i.	<p>A Company Official, Facility Security Officer (FSO), Sandia Requester or Sandia Approving Manager must verify the contractor or consultant selected for positions requiring a security clearance is a U.S. Citizen. Acceptable evidence of U.S. citizenship consists of viewing one of the following: 1) an original or certified U.S. birth certificate. 2) Current U.S. Passport 3) Record Of Military Processing-Armed Forces of the U.S.- (DD Form 1966), provided it reflects that the individual is a U.S. citizen. 4) For an individual claiming citizenship by naturalization, a certificate of naturalization showing the individual's name is required. 5) For an individual claiming citizenship acquired by birth abroad to a U.S. citizen, one of the following (showing the individual's name) is required: a Certificate of Citizenship issued by the Immigration and Naturalization Service; a Report of Birth Abroad of a Citizen of the U.S. of America (Form FS 240); or a Certificate of Birth (Form FS 545 or DS 1350).</p> <p>Note: DOE security clearances will not be processed for foreign nationals, but will be considered for dual citizens. Dual citizens are individuals who are simultaneously a citizen of the U.S. and another country.</p>		
SECTION 2: COMPANY & CONTRACT INFORMATION			
a.	Enter the Purchase Order Number or Contract Purchase Agreement number of the contract. Type NFA if request is for a No-Fee Agreement (NFA).		
b.	Enter the Contract Expiration Date of the agreement.		
c.	Enter Sandia National Laboratories (SNL) sponsoring organization number and mail stop for this clearance action.		
d.	For individuals associated with a company (working for a company) enter the employer name. If this company is a sub-contractor to a prime contractor, list the sub-contractor company here, and list the Prime Contractor in box (f). Enter the consultant's complete legal name. Consultants are defined as an individual who provides predominantly advisory services in a professional field of special knowledge or training who represents her/himself and who is not associated with any company, university, or other form of business.		
e.	If this company is doing business as another name, enter that name here. Leave blank if not applicable.		
f.	Enter the name of the Prime Contract Company here. Leave blank if not applicable.		
g.	Enter the physical mailing address of the company or of the consultant.		
h.-i.	Enter the company phone and fax numbers.		
j.-k.	Enter the name and email address of the Facility Security Officer (FSO) if applicable.		
SECTION 3: CONTRACTOR/CONSULTANT TRAINING			
a.-c.	<p>a. SEC-050 Initial Security Briefing is required for all members of the workforce requiring access to Sandia controlled premises. At SNL/CA, SEC050 will be given at the time the individual obtains a badge. Training completions should also be sent to your Sandia Center Training Coordinator to update in Sandia's Corporate Training and Employee Development System (TEDS).</p> <p>b. Only applicable to Facilities Contractors, disregard for all other requests. This training applies to all Facilities contract personnel who will observe, accompany, perform or direct work on a job site. A company official MUST sign here acknowledging that training, either ESH100 or Contract-Specific Safety Plan (ESH100G), has been completed.</p> <p>c. List the name of the Company Official, FSO, Sandia Requestor or Manager that verified completion of any of the above required training.</p>		
FORM SUBMITTAL			
<p>Please ensure that Enterprise Person (EP) is updated prior to submission of this form to the Clearance Office for processing. Sandia Personnel Security requires a minimum of 5 business days for processing this form. Company FSO should not fax directly to Sandia Personnel Security until form has been signed and approved by the Sandia Manager.</p>			
<p>Return completed form to the appropriate Sandia Personnel Security Office:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Sandia/NM Personnel Security Clearance Office Secure Fax: (505) 844-9739 E-mail: clearance-nm@sandia.gov</p> </td> <td style="width: 50%; border: none;"> <p>Sandia/CA Visitor Control Office Secure Fax: (925) 294-1330 E-mail: clearance-ca@sandia.gov</p> </td> </tr> </table>		<p>Sandia/NM Personnel Security Clearance Office Secure Fax: (505) 844-9739 E-mail: clearance-nm@sandia.gov</p>	<p>Sandia/CA Visitor Control Office Secure Fax: (925) 294-1330 E-mail: clearance-ca@sandia.gov</p>
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