

OFFICIAL USE ONLY (With Entry)
Y-12 BADGE AND ACCESS REQUEST

Effective Date 10/28/2014. Previous Versions Will Not Be Accepted After 1/1/2015

BADGE INFORMATION

| | | | |
|--|--------------------------|-------------------|---------------------------|
| Y-12 Badge Needed Enroll Current Badge From Other Site (No New Y-12 Badge Needed) Special Update | No Physical Badge Needed | Date to be Badged | New Badge Expiration Date |
|--|--------------------------|-------------------|---------------------------|

SUBJECT INFORMATION

| | | | | |
|-----------------------------|-----------------------------|-------------------------|----------------|--------------|
| Contractor Federal | Name (Last, First, Middle): | Social Security Number: | Date of Birth: | Citizenship: |
| Home Address & Phone Number | | Email Address | Place Of Birth | |

CONTRACT/COMPANY INFORMATION

| | |
|---|--|
| Prime Contract Number (<i>Consolidated Nuclear Security, LLC [CNS] or Other Prime to NNSA</i>): | Subcontract Number (<i>If applicable</i>): |
|---|--|

Employer (*who pays the applicant's wages*):

The purpose of this data collection is in accordance with DOE N 206.4 regarding identity-proofing procedures.

CLEARANCE

| | | | | | | | | |
|---------------------|-----|----|-----------------------|---|---|-------------------------|-----|----|
| Clearance Required? | Yes | No | Y-12 Clearance Level? | Q | L | Y-12 Clearance Granted? | Yes | No |
|---------------------|-----|----|-----------------------|---|---|-------------------------|-----|----|

ACCESS REQUIREMENTS

| | | |
|--|---|---|
| LA (Limited Area) Access Required? L Q No | PA (Protected Area) Access Required? Yes No | MAA (Material Access Area) Access Required? <i>*If yes, follow requirements of Y19-007, "Material Access Area (MAA) Access Control."</i> |
|--|---|---|

CERTIFICATION

I certify that the Badge is being requested/certified in accordance with DOE N 206.4.

| | | |
|---|-------------------|---------------|
| Supervisor/Sponsor/STR/TOR Name (Print) | Personnel Number: | Employer: |
| Signature: | Date: | Phone Number: |

BADGING SPECIALIST

| | | |
|-------------------------------|-------------------|-------|
| Badging Specialist Signature: | Personnel Number: | Date: |
|-------------------------------|-------------------|-------|

APPLICANT

| | |
|--|-------|
| Applicant Signature (Upon receipt of Badge): | Date: |
|--|-------|

Requests will remain on file for 90 days. Email scanned forms to ybadging@y12.doe.gov or fax to 241-8932

PERSONNEL SECURITY USE ONLY

Personnel Number: _____ Active SAP Record? Yes No If No, Contacted Sponsor: _____

Proof of Citizenship: Attached Verified On File Linking Document Provided

Briefing Completed: Initial Comprehensive _____ (DATE) or Training Current _____ (DATE)

Badge Action: Issue New LSSO Activate New HSPD-12 Enroll Off-Site HSPD-12 Badge

Reason: New Hire Re-Badge Enroll Badge Expired Badge Clearance Change

DOE Clearance Level: U L Q Granted: _____ (DATE) Enrolled In Argus Yes No

HSPD-12 Badge Ordered Date: _____

| | | | |
|---------------------------|--------------------------|----------------------------|-------|
| Access Granted?: LA PA | Escort Agreement Number: | Visitor Control Signature: | Date: |
|---------------------------|--------------------------|----------------------------|-------|

OFFICIAL USE ONLY
(When Completed)

May be exempt from public release under Freedom of Information Act (5 U.S.C. 552)
 Exemption number and category 6, Personal Privacy. Department of Energy review required before public release.

Name/Organization: _____ Date: _____ Guidance: N/A

Y-12 NATIONAL SECURITY COMPLEX BADGE AND ACCESS REQUEST FORM

INSTRUCTIONS

The Y-12 National Security Complex Badge Request Form (i.e., UCN-21519) is required when requesting a photo badge for a person who will be working at the Y-12 National Security Complex. A sponsor representing Y-12 or a contractor to Y-12 must submit the completed form at least 2 days prior to anticipated badging/briefing date or else badging may be delayed. The information on this form will be protected from unauthorized disclosure. The Privacy Act of 1974, as amended, governs the collection, maintenance, and disclosure of this information.

Follow the instructions fully. The form should be completed electronically, printed, and signed. The form may be scanned and sent via e-mail to ybadging@y12.doe.gov, faxed to 865-241-8932 (Badge Office), or hand-carried to the Y-12 Visitor Center, New Hope Center, 602 Scarboro Road, Oak Ridge, TN 37831. Illegible or incomplete forms will be returned.

Prime Contract Number: Provide the prime contract number under which the applicant will work.

Subcontractor Number: Required if work is being performed under a subcontract to the prime contractor. Enter the subcontract number, ROS, P.O., etc.

Enroll Current Badge - Current badge may be enrolled at Y12 only if the following conditions are met:

- Applicant being enrolled at Y12 is working on an active and valid Y12 contract
- Applicant must attend at initial briefing prior to enrollment of off-site badge
- Y-12 badge is not needed for applicant

Special Update Only: Used to notify the Badge Office of

- Contract extension
- Applicant changes contracts with same company
- Please note: If applicant currently holds a HSPD 12 badge, applicant will not have to come to badge office to receive another badge, as long as training is current. Only applicants that have LSSO badges will need to come to badge and pass to receive a new badge if a special update is requested.

Contractor: Check if the applicant is a contractor employee.

Federal: Check if the applicant is a federal employee.

Badge Date: Date applicant is to be badged

Expiration Date: Date that contract ends, or employment ends for applicant

Employer: Full legal name of the employer. The applicant must be employed by and paid by this employer.

Name: Full last, first, and middle name as reflected on identification documents. Do not use nicknames.

Date of Birth: Date applicant was born.

Country of Citizenship: Country where applicant holds citizenship.

Social Security Number (SSN) Social Security Number of applicant.

Clearance Information: Check whether the individual will require a security clearance and if a Y-12 security clearance has already been granted prior to badging.

Access Requirement: For Q-cleared applicants, check whether Limited Area (LA) or Protected Area (PA) access is needed; If MAA Access is needed, please follow Y19-007 as instructed

Personnel Security Office Use: For Personnel Security Office use ONLY.

Applicant: Applicant will sign and date when he/she receives badge.

Requesting Official: Requesting Official name and signature.

Badging Official/Issuer: For Badge Office use.

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