

OFFICIAL USE ONLY

Y-12 NATIONAL SECURITY COMPLEX BADGE AND ACCESS REQUEST FORM

Effective Date 07/01/2014

Required : BADGE INFORMATION

<input type="checkbox"/> Y-12 Badge Needed <input type="checkbox"/> Enroll Current Badge From Other Site (No New Y-12 Badge Needed) <input type="checkbox"/> Special Update	Date to be Badged	New Badge Expiration Date
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Required : SUBJECT INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Federal	Name (Last, First, Middle):	Social Security Number:	Date of Birth:	Citizenship:
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Required : CONTRACT/COMPANY INFORMATION

Prime Contract Number (Consolidated Nuclear Security, LLC [CNS] or Other Prime to NNSA):	Subcontract Number (If applicable):
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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.

Required : CLEARANCE

Clearance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Y-12 Clearance Level? <input type="checkbox"/> Q <input type="checkbox"/> L	Y-12 Clearance Granted? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Required : ACCESS REQUIREMENTS

LA (Limited Area) Access Required? <input type="checkbox"/> L <input type="checkbox"/> Q <input type="checkbox"/> No	PA (Protected Area) Access Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAA (Material Access Area) Access Required? <input type="checkbox"/> <i>*If yes, follow requirements of Y19-007, "Material Access Area (MAA) Access Control."</i>
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Access Granted?: <input type="checkbox"/> LA <input type="checkbox"/> PA	Visitor Control Specialist Signature:	Personnel Number:	Date:
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PERSONNEL SECURITY USE ONLY

Personnel Number: _____ <input style="width: 100%; height: 20px;" type="text"/> DOE Clearance Level: <input type="checkbox"/> U <input type="checkbox"/> L <input type="checkbox"/> Q Date Granted: _____ <input style="width: 100%; height: 20px;" type="text"/> Reason: <input type="checkbox"/> New Hire <input type="checkbox"/> Re-Badge <input type="checkbox"/> Enroll Badge <input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/> Clearance Change _____ <input style="width: 100%; height: 20px;" type="text"/> Briefings Needed: <input type="checkbox"/> Initial <input type="checkbox"/> Comprehensive <input style="width: 100%; height: 20px;" type="text"/>	Proof of Citizenship: <input type="checkbox"/> Attached <input type="checkbox"/> On File <input type="checkbox"/> Linking Document <input style="width: 100%; height: 20px;" type="text"/> Badge Type <input type="checkbox"/> LSSO-U (LT) <input type="checkbox"/> LSSO-L <input type="checkbox"/> LSSO-Q <input style="width: 100%; height: 20px;" type="text"/> Serial No. _____ <input style="width: 100%; height: 20px;" type="text"/>
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CERTIFICATION

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

Requesting Official Name (Printed):	Personnel Number:	Employer:
Signature:	Date:	Phone Number:

BADGING SPECIALIST

Badging Specialist Signature:	Personnel Number:	Date:
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APPLICANT

Applicant Signature (Upon receipt of Badge):	Date:
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Requests will remain on file for 90 days. Email scanned forms to ybadging@y12.doe.gov or fax to 241-8932

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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