

# Instructions for Completing the ANL-TRACC Request for Information:

---

1. Please type or print clearly. This form is available as a Word Document, or PDF, but IT **MAY NOT BE EMAILED! FAX ONLY**. Fax cover sheet is attached at end of document
2. Please use the same name on your passport, INS information, resume (if requested) and any documentation you submit.
3. Please do not leave any answers blank. If you do not have information for the field, please enter N/A.
4. If you do not have a “middle” or second name, please enter NMI (no middle initial)
5. Please input your complete educational data. This includes:
  - a. School attended
  - b. location
  - c. dates attended
  - d. degree earned
  - e. date degree earned
6. Fax Cover Sheet is at the end of this email.

## **7. DO NOT EMAIL THIS DOCUMENT!**

***Because of personal privacy laws, we may not send or receive personal information via email. If you send this via email, we are required to delete it, and will request that the information be faxed!***

# Foreign National Access Request Form

Information indicated below must be supplied by all foreign nationals requesting access to Argonne National Laboratory. No foreign national will be allowed access to the ANL facility prior to approval by the Security and Counterintelligence Division. The visitor must have a valid passport and visa (or supplemental documentation) listed below.

## Foreign National Personal Data:

- 1) Name of Visitor (First, Middle [if no middle initial, write NMI] Last): Name should appear as it does on passport:

\_\_\_\_\_

- 2) Alias (First, Middle or NMI, Last) and/or if you spell your name different than it appears on your passport, or if it appears different on your visa:

\_\_\_\_\_

- 3) Gender of visitor (Male/Female): \_\_\_\_\_

- 4) City of Birth : \_\_\_\_\_

- 5) Country of Birth: \_\_\_\_\_

- 6) Date of Birth (mm/dd/yy): \_\_\_\_\_

- 7) Country of Citizenship: \_\_\_\_\_

- 8) Dual Citizenship (are you a citizen of more than one country; if so, list all):

\_\_\_\_\_

- 9) Education background (include university/college degrees, and dates conferred)

a. Bachelors:

- Name of university/college: \_\_\_\_\_
- City and Country of Institution: \_\_\_\_\_
- Year graduated: \_\_\_\_\_
- Field of study: \_\_\_\_\_

b. Masters:

- Name of university/college: \_\_\_\_\_
- City and Country of Institution: \_\_\_\_\_
- Year graduated: \_\_\_\_\_
- Field of study: \_\_\_\_\_

c. Ph.D.

- Name of university/college: \_\_\_\_\_
- City and Country of Institution: \_\_\_\_\_

- Year graduated: \_\_\_\_\_
- Field of study: \_\_\_\_\_

10) Current Field of research

\_\_\_\_\_

11) Do you possess a U.S. Permanent Resident Card (I-551), (also know as; Green Card, Lawful Permanent Resident [LPR]), if so, list the following:

a. I-551 Card number: \_\_\_\_\_

b. I-551 expiration date: \_\_\_\_\_

c. If you have applied for a Permanent Resident Card and have been approved, but have not yet received the official card; you should have a stamp in your passport that reads "Processed for I-551," if that is the case, please send a copy of your passport including the page with the I-551 stamp. If you have applied for an LPR card, but are still waiting for approval, then you should have an I-485. Please send a copy of your I-485.

12) Passport Information:

a. Passport number: \_\_\_\_\_

b. Country that issued the passport: \_\_\_\_\_

c. Passport expiration date: \_\_\_\_\_

13) INS Documents: List and supply information for the following documents that you currently possess:

a. B-1 Visa (Business Visa): If you possess a B-1 visa, please supply visa number and expiration date: \_\_\_\_\_

b. B-2 Visa (Tourist Visa): If you possess a B-2 visa, please supply visa number and expiration date: \_\_\_\_\_

c. B-1/B-2 (Visa for Business and/or Pleasure: If you possess a B-1/B-2 visa, please supply visa number and expiration date:

\_\_\_\_\_

d. Employment Authorization Document (EAD): If you possess an EAD, please supply the EAD number and the expiration date:

\_\_\_\_\_

e. F-1 Visa: If you possess an F-1 visa, supply F-1 visa number and expiration date, along with a copy of the I-20 (Certificate of Eligibility for Nonimmigrant Student Status for Academic and Language Students). If you do not have a copy of the I-20, one can be

obtained from the institution that issued the certificate:

\_\_\_\_\_

- f. H-1B Work Visa (Professional Worker in a Specific Field): If you possess a H-1 B visa, please supply the visa number and the expiration date:
- \_\_\_\_\_
- g. H-2B (Work Visa Skilled or Unskilled): If you possess an H-2B visa, please supply the visa number and expiration date:
- \_\_\_\_\_
- h. J-1 Visa: If you possess a J-1 visa, supply J-1 visa number and expiration date, along with a copy of your DS-2019 (Certificate of Eligibility for J-1 Status). If you do not have a copy of your DS-2019, one can be obtained from the institution that issued the certificate:
- \_\_\_\_\_
- i. TN Work Visa (Canadian and Mexican citizens only): If you possess a TN visa, please supply the visa number and the expiration date:
- \_\_\_\_\_
- j. I-797 (Adjustment of Status) If you have applied for a change in status, supply a copy of your I-797
- k. I-485 (Application to Adjust to Lawful Permanent Resident): If you have applied for a Permanent Resident Card and have not yet received the official card, please supply a copy of the I-485, or a copy of your passport with the stamp "Processed for I-551"
- l. I-512 (Authorization for Parole): Supply copy of I-512
- m. I-94 & I-94 W (Arrival/Departure Record): If you are currently in the U.S., you should have in your possession an I-94 or I-94 W. Please list the document number and the expiration date: \_\_\_\_\_
- n. If you have not yet applied for a visa, due to the fact that you are awaiting an invitation letter from Argonne, please list your point of contact to verify that an invitation letter will be submitted once the proper paperwork is filed.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_

- o. If none of the above documents apply to you, please list the INS document that you possess:

Name of Document: \_\_\_\_\_

Document number: \_\_\_\_\_

Document expiration date: \_\_\_\_\_

14) Current Employer Information:

a. Name of Current Employer:

\_\_\_\_\_

b. Street address of Current Employer (no P.O. Box numbers):

\_\_\_\_\_

c. City of Current Employer:

\_\_\_\_\_

d. State/Province of Current Employer:

\_\_\_\_\_

e. Zip Code of Current Employer:

\_\_\_\_\_

f. Country of Current Employer:

\_\_\_\_\_

g. Division/Section that you currently work in:

\_\_\_\_\_

h. Kind of business or organization of employer (e.g., government, company, laboratory, university)

\_\_\_\_\_

i. Title of Your Position with Current Employer:

\_\_\_\_\_

j. Description of Your Duties with Current Employer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

k. Name of Employer Contact:

\_\_\_\_\_

l. Phone number of Employer Contact:

\_\_\_\_\_

m. Place of Work if Different from Location of Current Employer Listed Above:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- State/Province: \_\_\_\_\_
- Country: \_\_\_\_\_
- Zip Code: \_\_\_\_\_

n. If currently unemployed, list last employer or institution:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- State/Province: \_\_\_\_\_
- Country: \_\_\_\_\_
- Zip Code: \_\_\_\_\_

15) Contact Numbers:

a. Your phone number:

\_\_\_\_\_

b. Your fax number:

\_\_\_\_\_

c. Your e-mail address:

\_\_\_\_\_

16) Family Member Information: If family members will require site access, please list the following:

a. Name of Family Member (First, Middle or NMI, Last):

\_\_\_\_\_

b. City of Birth of Family Member:

\_\_\_\_\_

c. Country of Birth of Family Member:

\_\_\_\_\_

d. Date of Birth of Family Member:

\_\_\_\_\_

e. Relationship (spouse, son, daughter, etc.) of Family Member:

\_\_\_\_\_

f. Country of Citizenship of Family Member:

---

g. Reason for family member site access:

---

---

17) Will you need an interpreter?

a. Yes \_\_\_\_\_

b. No \_\_\_\_\_

### **Required Documentation for Site Access**

Upon your arrival at Argonne, you must present your original passport, original visa and/or I-94 or I-94W (Departure Record). If the expiration date on the I-94 or I-94W reads D/S (Duration of Status), you must present the supporting immigration documentation (i.e., I-20, DS-2019). Failure to do so may delay your access to the site.

Melissa Walton  
593 Request for Info  
Sender Information:

---

<b>Name:</b>	
<b>Representing:</b>	
<b>Number of Pages Including Cover Sheet</b>	
<b>Date Sent</b>	
<b>Phone #</b>	
<b>Fax #</b>	
<b>Email:</b>	

Please Fax to: 630-252-4780  
We will confirm receipt via email.

---