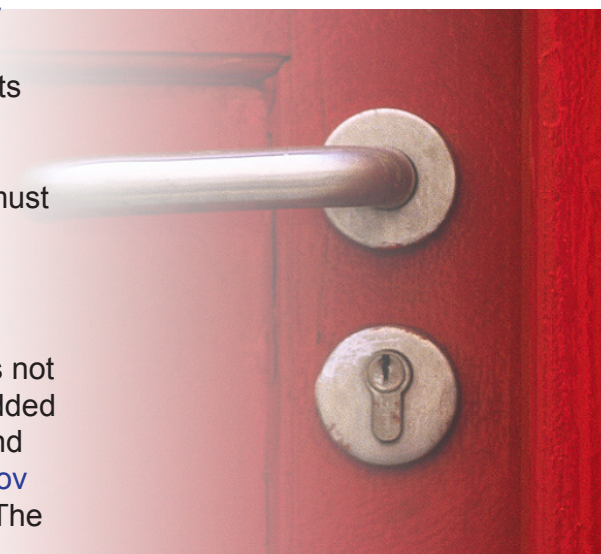


Foreign National Access into LANL Buildings

All foreign national (including [U.S. Permanent Residency status](#)) employees and visitors must be approved by the Office of Counterintelligence/Foreign Visits & Assignments Office (OCI/FVA) prior to their arrival at LANL. Prior to accessing any LANL facility, [Form 982, Request for Unclassified Visit or Assignment by a Foreign National](#), must be approved.

Foreign nationals can only enter the [LANL Approved](#) buildings as listed on their approved Form 982. If foreign nationals require access into an approved building that is not listed on Form 982, contact FV&A to have the building added to the individual guest file. This can be done efficiently and quickly by simply sending an email to foreignvisit@lanl.gov with the guest's name and the location you wish to add. The email message should come from the host of record.



Non-secure Areas

All foreign nationals approved by FV&A will automatically have approved access into the following uncleared areas: TA-3, Bldg. 261 (Otowis Cafeteria and Badge Office); TA-3, Bldg. 207 (Study Center—first floor only from 8:30 to 4:00); TA-3, Bldg. 443 (University House); TA-00, Bldg. 760 (Legal Counsel); and TA-3, Bldg. 1411 (Occupational Medicine). All other buildings

in non-secure areas must be individually accounted for on Form 982. A list of approved buildings for foreign national access can be found online at <http://int.lanl.gov/security/isec/fva/guidelines/exemptionlist.shtml>. Form 982 must be signed by the host, co-host, Group Leader*, Division/Program Director*, Cognizant AD*.

**Signature authority cannot be delegated to anyone other than those individuals acting officially in those capacities.*

Secure Areas

Secure access by uncleared foreign nationals is generally prohibited. Please contact OCI for guidance with the process as it requires approval of the following documents: 982, 1726, Specific Access Agenda, Maps, Escort Forms, and coordination with PTLA by OCI/FV&A

Submit Forms

Forms must be completed (signatures and all required paperwork) and submitted to FV&A at least 45 calendar days prior to start date. Upon approval, the host, co-host, and point of contact will be notified via email.

Reporting Requirements

Entry into an unauthorized building by a foreign national employee may be a security event. If a foreign national employee has entered a non-secure or secure LANL building that was not approved on Form 982, the potential incident of security concern must be immediately reported (via secure means) to the SIT at 665-3505.

Resources

Foreign Visits & Assignments, 665-1572 or <http://int.lanl.gov/security/isec/fva/>
Security Help Desk, 665-2002 or security@lanl.gov