

Facility Access Request Form

Please complete in full and return directly to the FBI by e-mail or fax listed above.
Please type or print clearly. Forms that are not signed will not be processed.

Date of Request: _____ Requested by: _____

Name:(First/Middle/Last Name/Suffix)_____

DOB:(MM/DD/YYYY)_____ POB:(City/State)_____
If birth outside the US, provide State and Country of Birth and Alien Registration or Naturalization number

Alien Registration/Naturalization Number:(if applicable)_____

Driver's License/ID Number: _____ State:_____

Social Security Number: (XXX-XX-XXXX) _____

Purpose of Visit: _____

Date of Visit:_____ Duration of Visit:(Number of Days)_____

This form is designed for granting temporary (one or two day) access only, if you are a contractor who anticipates the need for continued access to FBI space, a Limited Background Investigation (LBI) should be performed, allowing for approved escorted access, good for one year. If you need an LBI, please contact New Orleans Security via the e-mail address above or by calling 504-816-3000 and ask for the security office.

Company Name:(If Contractor) _____

Privacy Act Notice (FD-484 Revised 1-21-2015)

The purpose of this notice is to inform you that the FBI is authorized to collect information from you pursuant to one or more of the following provisions: Title 28, United States Code, sections 531 and 533, and Title 28, Code of Federal Regulations, sections 0.75(p), 0.79, and 0.85(c). The information requested will be used by the FBI to conduct background inquiries to determine whether to provide you with access to FBI space or certain FBI material. The information you provide is protected by the Privacy Act of 1974 and will be maintained in the FBI's Central Records System, Justice/FBI-002, notice of which was published in the Federal Register at 63 Fed. Reg. 8671 (Feb. 20, 1998), and which may be viewed at <http://www.justice.gov/opcl/doj-systems-records#fbi>. The information you provide may be disclosed in accordance with the routine uses contained in that notice or as otherwise authorized by law.

Providing the requested information is voluntary on your part and will be used to determine your eligibility for access to FBI space or certain FBI material; however, failure to provide all of the requested information may prevent the FBI from completing necessary background inquiries and result in the denial of your request for access to FBI facilities and information. In addition, willfully making a false statement in the information you provide or concealing a material fact from that information may violate Title 18, United States Code section 1001.

Signature: _____ Date:_____