

BPA VISITOR(S) ACCESS REQUEST

INSTRUCTIONS: All Requests should be submitted at least 24 hours in advance.

1. Control Center Access: ALL visitor(s) without unescorted physical access please fill out Section I. Send the completed form via e-mail to the appropriate mailbox: [Ross Access Request](#) or [Munro Access Request](#).
2. For all visitors (*non-BPA personnel*) attending a meeting or visiting BPA Headquarters, Ross Complex or Munro Complex please fill out Section I and refer to Section II. **Send the completed form via e-mail (as an attachment)** to the appropriate mailbox: [HQ Access Request](#), [Ross Access Request](#), [Munro Access Request](#), or [Celilo Post for Access Request](#)
3. Foreign Visitors (*Non U.S. Citizens*) should fill out form BPA F 5632.08e...“[Unclassified Visits and Assignments - Foreign Nationals Registration \(Short Form\)](#)”.

***Do not submit visitor access requests for Foreign Nationals to HQ Access Request, Ross Access Request or Munro Access Request until the Foreign National Visits and Assignments (FV&A) request has been approved by the FV&A Office.**

I. VISITOR INFORMATION (If the visitor is not a U.S. citizen review item 3 above.) *For Wireless Access Accounts, please contact the BPA Help Desk.*

Name	Check if U.S. Citizen	Company Name / Relationship to BPA Host	Check for Escorted Control Center	
			Control Center(s)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dittmer	<input type="checkbox"/> Munro
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dittmer	<input type="checkbox"/> Munro
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dittmer	<input type="checkbox"/> Munro
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dittmer	<input type="checkbox"/> Munro
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dittmer	<input type="checkbox"/> Munro

Visit **Date(s)** | Visit **Time(s)** | Meeting / Event **Location(s)**. (Include room numbers)

Reason for the visit or meeting.

Provide a BPA Host (point of contact (POC)) or an Escort that can be reached when the visitor(s) arrive.

Name of BPA Host (POC)	Work Phone number	Name of Escort (if different than POC)	Work Phone number
Submitted by (Name)	Work Phone number	Routing	Date

VALID SIGNATURES: Per OMB A-130, Digital Signature ([web link to instructions](#)) or Electronic Signature (handwritten signature scanned into electronic format) are recognized as a valid signatures. Use of “/s/” is NOT a valid signature.

II. Access Authorization

General Access (**Physical Security**) | Signature | Date Processed
 Approved Disapproved

For Control Center approvals, forward Dittmer requests to “Control Cntr Privileges” and Munro requests to “Munro Control Cntr Privileges”.

Control Center Access (**Security Privilege Coordinator**) | Signature | Date Processed
 Approved Disapproved

FOR PHYSICAL SECURITY OFFICE USE ONLY

Daily Access Book (For security filing purposes only.)

Section Number	Sub Section	Pull Date (Day, Month, Year)	Request processed for filing by (Initials)

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Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities. The data you supply will be used by security personnel for all visitors attending or visiting BPA facilities. Public reporting burden for this collection of information is estimated to average .16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.