**Breakfast with Santa – Site Access Requirements**

**Saturday, December 8, 2018**

**Building 213 (Cafeteria) Argonne National Laboratory**

**9700 S. Cass Ave. Lemont, IL 60439**

*Please read the following site access requirements and instructions carefully. Following the steps below will allow for an expeditious and safe entry for all authorized visitors of this event.*

***\*\*ALL VISITORS MUST REGISTER***

***TO OBTAIN A VISITOR GATE PASS PRIOR TO ACCESSING THE SITE\*\****

Argonne National Laboratory (ANL) is a controlled access facility and anyone entering the site must be authorized. Employees and Site Occupants must present a valid site access credential upon entry and do **not** need to register for this event.

All visitors 16 years of age and older must be registered and issued a Gate Pass prior to entry. **Minors under 16 years of age are not required to register.**

All non-U.S. citizens must register for this event by November 26, 2018. Non-U.S. citizens who have not registered prior to this date will be denied site access.

Non-U.S. citizens from North Korea, Iran, Sudan, or Syria are not allowed to attend this event.

**How to Register for a Gate Pass**

Complete the registration form found on Inside Argonne. Note that the submitted registration form will automatically request a Gate Pass. There is no further action needed. Please only register through this link. Do not use the Gate Pass System.

**How to Obtain Your Gate Pass**

OPTION 1: Pick-up the Gate Pass in advance at the Argonne Information Center (Building 224) any time prior to 5:00 p.m. Friday, December 7, 2018. Employees are encouraged to pick-up Gate Passes for registered family and friends.

OPTION 2: Pick-up the Gate Pass on the day of the event at the Argonne Information Center (Building 224) *prior* to coming through the Security Post.

*Please arrive early! More than 500 people are expected to attend. We suggest arriving at least 30 minutes early to allow time for Gate Pass issuance and security checks.*

**How to Access the Laboratory**

***Visitors already in possession of a Gate Pass***

**Step 1:** Proceed directly to the Security Post on North Gate Rd. and present your valid government issued photo ID (see the list of acceptable forms of identification below) along with your Gate Pass.

**IMPORTANT NOTE:** All occupants of the vehicle, 16 years of age or older, MUST be in possession of a valid Gate Pass and valid government issued photo ID or an ANL/DOE issued badge. If any occupant of the vehicle is not in possession of these site access credentials DO NOT attempt to enter the site through the Security Post. Instead, proceed directly to the Argonne Information Center to obtain a Gate Pass.

**Step 2**: Upon entry, follow signs to Building 213 Cafeteria for the event and park in the designated area. (See attached map)

***Visitors who are not in possession of a Gate Pass***

Step 1: Proceed directly to the Argonne Information Center (Building 224) – See attached map on where to park. DO NOT ATTEMPT TO ENTER THE SECURITY POST.

Step 2: Park and enter through the main entrance door.

Step 3: Present your valid government issued photo ID and receive your Gate Pass.

Step 4: Exit the parking lot and turn right. Stop at the Security Post and present your valid government issued photo ID (see the list of acceptable forms of identification below) along with your Gate Pass.

Step 4: Upon entry, follow signs to Building 213 Cafeteria for the event and park in the designated area. (See attached map)

**Other Important Information**

Acceptable forms of photo identification:

* Driver’s License
* State issued ID
* U.S. Passport
* DHS Trusted traveler cards (i.e. Global Entry, NEXUS, SENTRI, FAST)
* HSPD-12 credentials
* School ID (if under the age of 18)
* U.S. military ID
* There is plenty of free parking. However, please follow the direction of uniformed Protective Force officers, as they will be directing traffic.
* Hosts are responsible for ensuring that their visitors meet site access requirements. The Laboratory reserves the right to take appropriate disciplinary action against employees and other site occupants for failure to adhere to all requirements for the admittance and hosting of visitors on site.
* All individuals entering Laboratory property are subject to vehicle search. Signs posted at all Laboratory entrances delineate prohibited articles that cannot be introduced to the site (e.g., firearms, weapons, explosives/incendiary devices, radioactive sources, open containers of alcohol, illegal drugs, and pets).
* All those operating a motor vehicle onsite must adhere to all Illinois Rules of the Road. Use of cell phones (even hands-free) while driving onsite is prohibited. Helmets are required for all motorcycle and bicycle traffic.

Questions regarding site access requirements may be directed to Security Administration Coordinator Kaitlyn Mason at 2-5959 or [kvanderwall@anl.gov](mailto:kvanderwall@anl.gov)



