

2018 OEP Intern Visitor Pass Information Request Form

DIRECTIONS

Complete all fields and save this form.

Attach to an email addressed to Nick: nbonura@bnl.gov

Use GUEST PASS FORM as the email's subject

- ALL FIELDS ARE REQUIRED.
- Please allow 24 hours to process your request.
- Weekend passes should be submitted no later than the Friday of that week.
- You must file a separate request for each guest.
- All requests will be processed Monday through Friday 9am - 5pm.
- If your name is not in our database, we will be unable to process your Visitor Pass Information Request Form.
- NO OVERNIGHT guest allowed.
- If your guest is not a US citizen, you must contact the OEP office for assistance .

Your Information

- Full Name:
- Email:
- Guest Number:
- Cell number:

Your Guest information

- Guest's Full name:
- US citizen: YES NO (If NO, contact the OEP office.)
- Reason for Visit:
- Meeting building number:

- Arrival Date:
- Arrival Time:

- Departure Date:
- Departure Time: