

# Housing Request Form

**HOUSING REQUIRES AT LEAST 2-WEEK NOTICE TO BOOK A REQUEST**

Requested Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Family/Last Name: \_\_\_\_\_

- Users/Affiliates need site access approval before booking onsite reservation. Visit the [Campus Access website](#) to request onsite access
- Interns need to [email Housing](#) their Fermilab offer letter with site access dates.

Fermilab ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Institution: \_\_\_\_\_

Experiment: \_\_\_\_\_ Fermi Point of Contact: \_\_\_\_\_

Fermi DIV/SEC : \_\_\_\_\_

**REAL IDs are required to stay on site. Visit [this website](#) to see what qualifies as a REAL ID**

Method of payment      Self-Pay (Credit/Check) OR      Project Task/Travel Code

Travel Code Number: \_\_\_\_\_ Project/Task Code Number \_\_\_\_\_

(This would be provided by your Point of Contact – you need to provide the number to the Housing Office)

Person Authorizing Travel Code Usage: \_\_\_\_\_

(This is who is authorized to charge the travel code being charged for your stay. This person will need to sign the Housing Agreement or addendum)

Requests are on a first come/first serve basis. Visit the [Onsite Housing website](#) for more information.  
Requests/ Additional information:

**YOU MUST SCHEDULE A BADGING APPOINTMENT PRIOR TO YOUR ARRIVAL**

This request form does not confirm your housing. You will receive a confirmation email from the Housing Office once your request is approved. Stays of 30 days or more are subject to additional approval by the Fermilab Finance Office.