

## Kauai Test Facility (KTF) – Sandia National Laboratories (SNL)

### UNCLEARED Visitor Access Instructions

---

Please FAX, EMAIL, or call in the information below to the SNL/KTF (Kauai) Office at least 5 business days prior to visit:

Fax: (808) 335-7349

Email: [ktf@sandia.gov](mailto:ktf@sandia.gov) (please send a password-protected PDF, no encryption)

Phone: 808-335-5611, ask for Security Specialist

#### Required Information:

- a. U.S. Citizen? (Yes/No)  Select  
If No, contact KTF FSO at [ktf@sandia.gov](mailto:ktf@sandia.gov) to make arrangements for a Foreign National Visit request (at least 90 days prior to visit).
- b. Company/Organization
- c. First Name (no nicknames)
- d. Middle Name (enter NMN if No Middle Name)
- e. Last Name
- f. Suffix (if applicable)
- g. SS#
- h. Date of Birth (DOB)
- i. Birth Country, State, City
- j. Dates of Visit
- k. Reason for visit
- l. Email Address
- m. Office or Mobile Phone Number

\*\*\*Badging is done on site at Sandia Kauai Test Facility. To acquire an LSSO badge, only one ID is required, which can be either a primary form of ID accepted by the USAccess program or any ID accepted by the Transportation Security Administration (TSA).

<https://www.tsa.gov/travel/security-screening/identification>

KTF Access questions? KTF Security Specialist at 808-335-5611 or Email [ktf@sandia.gov](mailto:ktf@sandia.gov) (no encryption).

When completed, save PDF with password protection and email to [ktf@sandia.gov](mailto:ktf@sandia.gov). Send password in separate email.