

Dear J-PARC Users and J-PARC Contact Persons,

Ref: Entering the J-PARC site (more than 31 days)

Concerning the procedures for the Users who stay long term, we would like to inform the change started from Japanese Fiscal Year 2015 as below.

Normally Users Office asks the J-PARC Users to submit "Application form to visit J-PARC" per their visit for issuing/lending User ID cards, and also ask all the users to return their User ID cards to Users Office surely after their visit ends.

Issued User ID card is important, and it identifies the person as a J-PARC User and allows them to enter the J-PARC site. Currently the handing/managing of User ID card is strengthened, and enhanced management for the Users who stay long term is required as well, in order to avoid the loss of ID card. At the same time, we need to understand of the acute number of visitors, and also to confirm their safety during their visit.

We appreciate your understanding and cooperation.

----- Procedures -----

1. How to apply

***Users** → Submit "Application form to visit J-PARC" via the User Support System.

*The maximum visiting period must be by the end of the appropriate JFY.

***J-PARC contact person** → Email to Users Office to prove the followings.

-An applicant (User) will enter the J-PARC site with approximately the same frequency as J-PARC staff during applied period, and its reason

2. Users need to do the following procedures at the first visit of the appropriate JFY (**for Users**)

-Take the safety training

-Receive User ID card, other items [<Note> Keep and manage your ID card by yourself properly.](#)

3. Confirmation/Identification during your visit (**for Users**)

Conduct the following 2 things during your approved period, or Receive your User ID card at Users Office (weekdays 9:00-17:00) every time when you enter the J-PARC site.

(1) Show your ID card

-At the end of every month, visit Users Office and present your User ID card. User Office staff confirms your User ID card.

(2) Declaration of your visiting period

Register your visiting days on the designated form per your visit.

<< How to >>

*Register your visiting dates on the server at Users Office (weekdays 9:00-17:00)

OR

*If you wish to register the dates through the JLAN intranet, please ask Users Office.

<<ATTENTION>>

*Failing of the above (1) & (2), your approved visiting period might be cancelled.