

# How To Obtain Falcon Access

## How VDOT Employees Request Falcon Access

VDOT employees **must** use SARA to request access to projects in Falcon. <http://sara/>

## How Consultants Request Access to Projects in Falcon

Each employee of the firm who will be using the Falcon Web Site will need an individual login and password. You can acquire access by downloading the form below using the links provided.

Once you have downloaded the form, please fill it out and send it via fax or e-mail to COLNDHELPDESK@VDOT.Virginia.gov. You will be contacted, by email, with your official login and password.

[Download the Falcon Access & Security Agreement Form Now!](#) 

Then you will need to fill out an LD\_894 for each project you need access to.

<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?filename=LD-894.pdf>

## Acquiring Electronic Plans and Proposals Using the Falcon Web Site

To: Contractors & Suppliers who view/download online plans and proposals

Beginning with the April 13, 2004 Advertisement, in order to view/download electronic plans for specific projects, each employee of the firm who will be using the Falcon Web Site will need an individual login and password. You can acquire access by downloading the form below using the links provided.

[Download the Falcon Access & Security Agreement Form Now!](#) 

Once you have downloaded the form, please fill out and send via fax to number on the form or e-mail to COLNDHELPDESK@VDOT.Virginia.gov. You will be contacted, by email, to receive your login and password.

To view and download Proposals and or Electronic Plans you must first go to our Construction Advertisement Bulletin Board (CABB) at <http://cabb.virginiadot.org/AdProjectInfoList.aspx> .

### Instructions (For CII projects):

Any business, contractor, consultant, supplier or individual interested in bidding or obtaining any projects that have Critical Infrastructure Information/Sensitive Security Information (CII/SSI) in the plans is subjected to a criminal history records check. In order to start this process, please send an email to our [Plan Room](#) with the following information: (1) Name of Company (2) Contact Person and (3) Phone Number; please place in the subject field of the email "To obtain CII access". We will then forward the information to our security section where you will be contacted regarding the procedure. Please note that the criminal history records check process can take up to 20 Days and there is a fee for processing the Criminal History Record Check. To view and download CII/SSI plans go to <http://falcon.virginiadot.org/falcon/>

Any questions you have regarding the criminal history records check process can be answered by our Security Section when you are contacted.