

PRIMARY HOST/ESCORT NAME		Department NO.		TELEPHONE NO.		Building	
LOCAL HOST/ESCORT NAME (IF DIFFERENT FROM PRIMARY)		Department NO.		TELEPHONE NO.		Building	
VISIT LOCATION (SITE, LOBBY AND INTERIOR LOCATION OF MEETING)				DATE OF VISIT FROM: TO:			
COUNTRY AND/OR COMPANY REPRESENTED							
IF COMPANY, NAME				COMPANY INCORPORATED IN THE US <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS				CITY, REGION/COUNTRY			
NAME(S) OF NON-U.S. CITIZEN PERSON(S)/FOREIGN PERSON(S):							
NAME (FIRST, MIDDLE, LAST)	DATE OF BIRTH	PLACE OF BIRTH	TYPE ID	PASSPORT NO./ RESIDENT ALIEN CARD	EXPIRATION DATE	ISSUING COUNTRY	CITIZENSHIP
TYPE OF IDENTIFICATION SYMBOL: RA = RESIDENT ALIEN CARD PP = PASSPORT DL = DRIVER'S LICENSE (Foreign Representatives)							
CONTRACT/PURCHASE ORDER NO.		PROGRAM			SERVICE SUPPORT ONLY		
REASON FOR VISIT (PROVIDE A DETAILED DESCRIPTION – ADD SHEETS AS NECESSARY):							
1. WILL TECHNICAL DATA AS DEFINED IN ITAR PART 120.10 OR 121 OR TECHNOLOGY AS DEFINED IN EAR PART 772 BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. CONTRACT NAME AND NUMBER VISIT IS RELATED TO: _____ 3. WILL CLASSIFIED INFORMATION BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LEVEL OF CLASSIFIED: _____ 4. INDICATE THE APPLICABLE EXPORT AUTHORITY (i.e., LICENSE NO., TAA, MLA) _____ 5. WILL THERE BE A TOUR, FACILITY WALK-THROUGH, OR SYSTEM/HARDWARE DEMO? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT AREAS WILL BE VISITED? _____ WHAT SYSTEM/HARDWARE WILL BE DEMONSTRATED? _____ 6. WILL GOVERNMENT PERSONNEL MEET WITH/OR ACCOMPANY THE VISITORS? <input type="checkbox"/> YES <input type="checkbox"/> NO 7. WILL ANY INFORMATION OTHER THAN GENERAL BUSINESS DATA OR INFORMATION ALREADY IN THE PUBLIC DOMAIN OR WHICH DOD/DOS/DOE APPROVED FOR PUBLIC RELEASE BE DISCUSSED OR RELEASED (e.g., FINANCIAL DATA)? <input type="checkbox"/> YES <input type="checkbox"/> NO 8. WILL UNCLASSIFIED INFORMATION RELATING TO A U.S. GOVERNMENT CLASSIFIED PROGRAM BE RELEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO 9. WILL NATO BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, A NATO BRIEFING IS REQUIRED							
I certify that I have read and understand my responsibilities (Page 3) for hosting a visit of a non-U.S. citizen/Foreign Person. I understand that I must comply with sector procedures regarding the export of technical information and defense articles and services.							
HOST/ESCORT EMPLOYEE SIGNATURE						DATE	
LOCAL HOST/ESCORT (ON -SITE POINT OF CONTACT FAMILIAR WITH PLAN FOR VISIT)							
NAME (PRINT)		SIGNATURE		EMPLOYEE NO.	TELEPHONE NO. ()	DATE	
APPROVALS							
HOST/ESCORT MANAGER NAME		SIGNATURE		EMPLOYEE NO.	TELEPHONE NO. ()	DATE	
Empowered Official							
NAME (PRINT)		SIGNATURE		EMPLOYEE NO.	TELEPHONE NO. ()	DATE	
SECURITY USE ONLY							
APPROVAL TO ISSUE NON-U.S. CITIZEN/FOREIGN PERSON - ESCORT REQUIRED BADGE IS APPROVED BY:							
CC: SECURITY DEPT		TCP REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		VISIT ID NO.		IS THIS A SPONSORED VISIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LOBBY ENTRANCE RECEPTIONIST/SECURITY		SIGN IN DATE/TIME		SIGN OUT DATE/TIME		BADGE NO. ISSUED	