
VISIT REQUEST AUTHORIZATION FOR FOREIGN PERSONS

All Foreign Persons or their employees, including contract employees, wishing to visit Element U.S. Space & Defense facilities must complete this form. All Foreign Persons who will visit Element U.S. Space & Defense to witness testing or have technical discussions on International Traffic in Arms Regulations (ITAR) or Export Administration Regulation (EAR) controlled activities must be approved for such visits prior to the visit by the applicable Government agency. Please return the completed application to the Program Manager, Project Manager or Facility Security Officer of the facility you will be visiting at least two weeks prior to your visit.

For assistance, please contact _____ Phone: _____
or Email: _____

Element U.S. Space & Defense Facility _____

CHECK APPLICABLE STATEMENT:

- ☐ Technical Information exchange, Export License Not Required (NLR)
☐ Technical Information Releasable Under Department of Commerce Export License
☐ Technical Information Releasable Under Department of State Export License/Technical Assistance Agreement (TAA)

Project Description: _____

Personal Information (Please print clearly the information required below)

Full Name: _____ Date of Birth: _____
Country of Citizenship: _____ Country of Birth: _____
Passport Number: _____ Email: _____

Business Information (Please print clearly the information requested below)

Company or Government Agency: _____
Job Title: _____ Telephone Number: _____
Address: _____
City: _____ State or Country: _____ Zip Code: _____

Planned Dates of Visit:

Arrival Date: _____ Departure Date: _____

- (1) I certify that I am an employee of the company or government agency identified above, and that I am eligible and authorized to visit, as requested. Under penalty of United States federal law (22 CFR 127.2; 22 USC 2278; 18 USC 1001), I warrant the truth of the statements made herein.

(2) **NON-DISCLOSURE STATEMENT**

I acknowledge and understand that any classified information, technical data or defense services related to defense articles on the U.S. Munitions List, to which I have access to or which is disclosed to me in the course of my visit at EUSSD is subject to export control under the International Traffic in Arms Regulations (title 22, code of Federal Regulations, Parts 120-130). I hereby certify that such data or services will not be further disclosed, exported, or transferred in any manner to any foreign national or any foreign country without prior written approval of the Directorate of Defense Trade Controls, U.S. Department of State and in accordance with U.S. government security (National Industrial Security Program Operating Manual, 32 C.F.R § 117) and U.S. Customs regulations.

(3) **FOREIGN PERSON BRIEFING**

- a. **Identification and admittance.** Provide proof of personal photo identification upon arrival. Access is subject to completion of all facility admittance requirements and verification of identification by visitor control staff.
- b. **Personal Electronic Devices (PDEs).** Personal electronic devices ("PDEs") will be collected for the duration of the visit and returned when the visitor's badge is returned. PDE use is permitted only in designated areas identified by the Company.

This document is electronically controlled. Please check all hard copies against master electronic copy.

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- c. **Prohibited and restricted items.** Prohibited items include personal weapons, ammunition, explosives, alcohol, drugs, and controlled substances. Restricted items include PDEs, cameras, recorders, radios, pagers, and storage media. Possession/use of restricted items is controlled per Company instructions and designated areas. Unless required for testing.
 - d. **Escort and badge requirements.** Escort requirements apply throughout the duration of the visit. Wear the issued visitor's badge prominently at all times and comply with all escort directions.
 - e. **Export authorization and validation before any release.** Prior to release of any classified material or controlled unclassified information to a foreign person, the Company must obtain an export authorization issued by DDTC. The Corporate FSO and the Company Empowered Official must validate the authorization prior to any such release.
 - f. **Authorized access only.** You will be given access only to specific information authorized for release to you by the U.S. Government. Access beyond what is authorized is prohibited.
 - g. **Company security rules and in-plant regulations.** You shall adhere to Company security rules, policies, procedures, and in-plant personnel regulations at all times, including all posted facility rules and visitor control instructions.
 - h. **Facility controls for communications and reproduction.** You shall comply with Company in-plant regulations governing the use of facsimile, automated information systems (AIS), and reproduction machines.
 - i. **Transmission of classified information.** Any classified information you are authorized to access that must be forwarded shall be submitted to the Company's Corporate FSO for transmission through government-to-government channels.
 - j. **English-language requirement.** Information received at a Company facility and information that you need to forward from the Company shall be prepared in English.
 - k. **Violations and sanctions.** Violations of security procedures and in-plant regulations are subject to Company administrative actions or sanctions, including (but not limited to) reprimand, suspension, or termination of access/visit.
 - l. **Escort briefing form.** The assigned Company escort will conduct the escort briefing/debriefing using the Company form *Foreign Person Escort Briefing/Debriefing – COR SEC FORM 03*, as applicable to the visit scope.

Questions regarding what you may access, discuss, record, or transmit must be directed to your Company escort, the Local FSO, the Corporate FSO, or the Company's Empowered Official before proceeding. By signing the required acknowledgement(s), you certify you received this briefing and agree to comply.

Printed Name

Signature

Date

Company/Agency Authorization
Printed Name

Company/Agency Authorization
Signature

Date

Return signed form along with a copy of your passport to your contact at Element U.S. Space & Defense.

ELEMENT U.S. SPACE & DEFENSE USE ONLY

All items marked with a () must be completed before submitting to Export Compliance for approval.*

* Sponsor (Whom Visiting): _____

* Purpose of Visit: _____

Project Number (PH): _____

* Opportunity (OH) Number (required for Export Compliance) _____

DOS Export License or TAA# _____

DOC Export License# _____

Export Compliance Signature

Date