

National Renewable Energy Laboratory
FOREIGN NATIONAL DATA CARD

See form instructions on next page

PERSONAL INFORMATION

1. Name of Visitor or Assignee		Last	First	Middle
2. Country of citizenship (list all)		3. Date of Birth (mm/dd/yyyy)		4. Place of Birth (City/Region) (Country)
5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		6. U.S. Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> No		

VISITOR'S/ASSIGNEE'S EMPLOYER INFORMATION

7. Employer, Institution, or Organization Represented		10. Employer/Institution/Organization Country
8. Title or Expertise	9. E-mail address	11. Employer/Institution/Organization Address

VISA OR PERMANENT RESIDENT CARD INFORMATION **PASSPORT INFORMATION**

12. Visa Type		16. Passport Number
13. Visa Number	14. Expiration Date (mm/dd/yyyy)	17. Issuing Country
15. Visa Status Remarks		18. Expiration Date (mm/dd/yyyy)

VISIT/ASSIGNMENT INFORMATION

19. Site/Building/Laboratory to be visited NWTC 251		20. Off-Site Meeting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21. Type of Request Check one: <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Assignment <input type="checkbox"/> Assignment Extension <input type="checkbox"/> Cyber Access Only		22. Confirm if NREL sensitive subject guidance applies. http://thesource.nrel.gov/foreign_nationals/pdfs/sensitive_topics.pdf <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

HOST INFORMATION

23. Host's First and Last Name Kim Domenico	24. Citizenship US	25. Phone Number 303-384-6951	26. DOE Clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
27. Desired Start Date 1/17/2015		28. Desired End Date 1/18/2015	
29. Purpose of Visit/Assignment (Choose one)			
<input type="checkbox"/> Employment	<input type="checkbox"/> Speech or presentation	<input type="checkbox"/> Research	
<input type="checkbox"/> Commercial/contractor services	<input type="checkbox"/> Experiment	<input type="checkbox"/> Maintenance work	
<input type="checkbox"/> Equipment repair/restoration	<input type="checkbox"/> CRADA	<input type="checkbox"/> Media event	
<input type="checkbox"/> Conference attendance	<input type="checkbox"/> Tour	<input checked="" type="checkbox"/> Information meeting	
		<input type="checkbox"/> Personal	

30. Description of visit/assignment including specific activities or involvement:
Attend SMART Wind Composites Subgroup Meeting to discuss state-of-the art manufacturing methods.

31. Prepared By Kim Domenico	32. Title Title Admin II	33. Phone Extension 6951
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AUTHORIZATION

34. Authorized By (Line Manager or Host)	35. Title	36. Signature (Line Manager or Host)
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CLOSE OUT INFORMATION (To be completed by Foreign National Management Coordinator)

37. Final Status Completed Cancelled Before Approval Cancelled After Approval Access Denied
 Other

38. Actual Start Date	39. Actual End Date	40. Date Closed Out
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41. Remarks

INSTRUCTIONS FOR COMPLETING FOREIGN NATIONAL DATA CARD

PERSONAL INFORMATION

1. Print full name of the individual whose visit or assignment is being recorded. The name should match the name on the passport.
2. Record the country of citizenship of the visitor or assignee. For visitors or assignees holding dual citizenship, list both countries.
3. Record the visitor's or assignee's birth date (mm/dd/yyyy).
4. Record the visitor's or assignee's place of birth (city and country).
5. Indicate the visitor's or assignee's gender, male or female.
6. Indicate if the visitor or assignee has U.S. permanent resident status, yes or no.

VISITOR'S/ASSIGNEE'S EMPLOYER INFORMATION

7. Record visitor's/assignee's employer/institution/organization. If assignee is contracted to work at NREL, do not record "NREL" as employer.
8. Record the visitor's or assignee's title or expertise.
9. Record the visitor's or assignee's work e-mail address.
10. Record the country where the employer, institution, or organization is located/incorporated.
11. Record the address of the visitor's or assignee's employer, institution, or organization.

VISA OR PERMANENT RESIDENT CARD INFORMATION

All visitors and assignees must present valid visa or permanent resident information at the point of entry.

12. Record permanent resident card information or visa type, such as J-1, B-1, F-1, etc. **Note:** A visa is a document that grants a non-U.S. citizen permission to be in the United States.
13. Record the permanent resident card or visa number.
14. Record the permanent resident card or visa expiration date (mm/dd/yyyy).
15. Use this field to explain any visa discrepancies.

PASSPORT INFORMATION

All visitors and assignees must present a valid passport at the point of entry. **Exception:** Canadian citizens must present a valid passport and government-issued photo identification or birth certificate and government-issued photo identification. Permanent residents must present a valid permanent resident card and government-issued photo identification.

16. Record the passport number.
17. Record the name of the country issuing the passport.
18. Record the expiration date (mm/dd/yyyy) on the passport.

VISIT/ASSIGNMENT INFORMATION

19. List specific areas of NREL to be visited.
20. Indicate if visit or assignment will occur on the NREL premises or "off-site."
21. Indicate whether the individual for whom this form is completed will be at NREL for a "visit" or an "assignment" or requires "assignment extension" or "cyber access only." **Note:** Assignees must be processed through the Site Access Program.
22. Indicate if "sensitive subjects" will be involved. See [Sensitive Subjects Guidance](#).

HOST INFORMATION

23. Record the host's full name.
24. Record the host's citizenship.
25. Record the host's office phone number.
26. Indicate whether or not the host holds a DOE-issued security clearance.
27. Record the date the visitor or assignee is expected to arrive.
28. Record the date the visitor or assignee is expected to depart.
29. Indicate the purpose of the visit or assignment. Choose the one that best describes the purpose. **Note:** Choosing "personal" visit will still require a complete justification under item #29.
30. Describe the value to NREL/DOE to justify the visit or assignment. Be very specific. Inadequate information will delay the process.
31. Record the name of the person preparing the form.
32. Record the title of the person preparing the form.
33. Record the phone extension of the person preparing the form.

AUTHORIZATION

34. Print the authorizing line manager's or host's name
35. Record the authorizing line manager's or host's title
36. A line manager's or host's signature must accompany this form. This authorization may not be delegated.

SUBMITTAL

Send completed forms, in a sensitive envelope, to mail stop RSF024 or transmit the form by fax to x4047 (303-275-4047). Call x4044 (303-275-4044) or email: Foreign.National@nrel.gov for questions about this form.