

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 (m/d/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	9. Employer/Institution/Organization Country
8. Title or Expertise	10. Employer/Institution/Organization Address

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

11. Visa Type		15. Passport Number
12. Visa Number	13. Expiration Date (m/d/yyyy)	16. Issuing Country
14. Visa Status Remarks		17. Expiration Date (m/d/yyyy)

VISIT/ASSIGNMENT INFORMATION

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

HOST INFORMATION

22. Host's First and Last Name	23. Citizenship	24. Phone Number	25. DOE Clearance? <input type="checkbox"/> Yes <input type="checkbox"/> No
26. Desired Start Date		27. Desired End Date	
28. 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"/> Training <input type="checkbox"/> Equipment repair/restoration <input type="checkbox"/> CRADA <input type="checkbox"/> Media event <input type="checkbox"/> Work for others (WFO) <input type="checkbox"/> Conference attendance <input type="checkbox"/> Tour <input type="checkbox"/> Information meeting <input type="checkbox"/> Personal			
29. Justification for visit/assignment (PLEASE BE SPECIFIC)			
30. Prepared By		31. Title	32. Phone Extension

NREL MANAGEMENT APPROVAL

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

36. Final Status <input type="checkbox"/> Completed <input type="checkbox"/> Cancelled Before Approval <input type="checkbox"/> Cancelled After Approval <input type="checkbox"/> Access Denied <input type="checkbox"/> Other			
37. Actual Start Date	38. Actual End Date	39. Date Closed Out	
40. 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 (m/d/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 country where the employer, institution, or organization is located/incorporated.
10. 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.

11. 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.
12. Record the permanent resident card or visa number.
13. Record the permanent resident card or visa expiration date (m/d/yyyy).
14. 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.

15. Record the passport number.
16. Record the name of the country issuing the passport.
17. Record the expiration date (m/d/yyyy) on the passport.

VISIT/ASSIGNMENT INFORMATION

18. List specific areas of NREL to be visited.
19. Indicate if visit or assignment will occur on the NREL premises or "off-site."
20. 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.
21. Indicate if "sensitive subjects" will be involved. See Sensitive Subjects Guidance: http://thesource.nrel.gov/security/forms/pdf/sensitive_subjects.pdf

HOST INFORMATION

22. Record the host's full name.
23. Record the host's citizenship.
24. Record the host's office phone number.
25. Indicate whether or not the host holds a DOE-issued security clearance.
26. Record the date the visitor or assignee is expected to arrive.
27. Record the date the visitor or assignee is expected to depart.
28. 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.
29. Describe the value to NREL/DOE to justify the visit or assignment. Be very specific. Inadequate information will delay the process.
30. Record the name of the person preparing the form.
31. Record the title of the person preparing the form.
32. Record the phone extension of the person preparing the form.

NREL MANAGEMENT APPROVAL

33. Print the authorizing NREL/DOE line manager's name
34. Record the authorizing line manager's title
35. An NREL/DOE line manager's signature must accompany this form. This approval authority may not be delegated.

SUBMITTAL

Send completed forms to mail stop 1713 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.