

## VISITOR INSTRUCTIONS

Please arrive 15 minutes prior to your appointment to allow time for check-in.

All visitors to Northwest UAV (NWUAV) need to bring personal identity documents with them when visiting NWUAV facilities. This is for U.S. Export Control (ITAR/EAR/DoD) requirements to verify citizenship. Proper forms of identification are listed below.

All visitors need to be registered internally with the NWUAV U.S. Export Control Compliance Visitor Verification form (NWUAV F-500-005) prior to their admittance at NWUAV facilities.

### US CITIZENS AND U.S. PERMANENT RESIDENTS:

You can pre-register by emailing your completed Visitor Verification form at least 2 days prior to your scheduled visit and a copy of your identity information to [Heather.Sorenson@nwuav.com](mailto:Heather.Sorenson@nwuav.com) and [Christy.Kelleher@nwuav.com](mailto:Christy.Kelleher@nwuav.com). Security personnel will verify your personal identity documents.

#### US Citizens and U.S. Permanent Residents please bring:

Please bring one of the following forms of identification **as well as your driver's license** (all documentation must be original documents; **no copies will be accepted**):

- U.S. Passport or Passport Card
- Certified U.S. Birth Certificate
- Real ID
- Permanent Resident Card (Green Card – I-551 Form)

**Please Note: At this time, we are unable to accept Military ID**

### FOREIGN NATIONALS (NON-U.S.):

**You must pre-register** by emailing your completed Visitor Verification form and a copy of your identity information to [Heather.Sorenson@nwuav.com](mailto:Heather.Sorenson@nwuav.com) and [Christy.Kelleher@nwuav.com](mailto:Christy.Kelleher@nwuav.com). Security personnel will verify your personal identity documents.

#### Foreign Nationals please bring:

Preferred documents (Original documents, no copies will be accepted):

- Valid Citizen Country Passport (**REQUIRED: Unexpired I-94 Stamp**)

Visitors will receive a badge upon arrival for each day of their visit. Visitors are required to sign in and sign out at the Front Desk for each day of their visit. Please return the visitor badge and sign out at the Front Desk at NWUAV on your way out each day.

**Failure to comply with NWUAV's mandatory visitor protocol will result in restricted access to all NWUAV projects, facilities and personnel, as required by the International Traffic in Arms Regulations (ITAR), limiting visitor admittance to the administration lobby and meeting room only.**



The information below is solely used to ensure compliance with U.S. export regulations and for no other purpose. The term "non-U.S. person," as used on this form is anyone who is not a U.S. person as defined under U.S. export regulations. Non-U.S. persons may be subject to restrictions related to their ability to access technical data.

VALID IDENTIFICATION (PASSPORT OR BIRTH CERTIFICATE) IS REQUIRED AND MUST BE PRESENTED ALONG WITH THIS FORM COMPLETED IN ENTIRETY BEFORE ENTRY INTO ANY NWUAV FACILITY

Fill out every line below. If a line is not applicable, write N/A

Legal First Name (PLEASE PRINT)	Legal Middle Name (PLEASE PRINT)	Legal Last Name (PLEASE PRINT)
Country of Citizenship	Country of Residence	All Other Citizenship(s)
Employer	Company Represented	
Name of Northwest UAV Host	Visitor Signature	Date

Select if you are a **U.S. person** or **non-U.S. person**

**U.S. Person**

**Non-U.S. Person**

Select a proof of citizenship document for the category selected above, and provide that document at check-in to a Northwest UAV facility. A copy of this document will be kept in a secure location with this form.

**U.S. PERSON DOCUMENT OPTIONS**

<b>United States Passport</b> (Unexpired) Expiration Date: <input type="text"/>	<b>United States Passport Card</b> (Unexpired) Expiration Date: <input type="text"/>
<b>Certificate of U.S. Citizenship</b> (Form N-560 or N-561)	<b>Certificate of U.S. Naturalization</b> (N-550 or N -570)
<b>Original or Certified copy of U.S. Birth Certificate</b> issued by a state, county, municipal authority, or territory of the U.S. bearing an official seal (Puerto Rican Birth Certificate issued on/after July 1, 2020)	<b>Certification of Birth Abroad (Form FS-545)</b> , Certification of Report of Birth (Form DS-1350), or Consular Report of Birth Abroad (Form FS-240) <b>issued by the U.S. Department of State</b>
<b>Non-U.S. Passport with unexpired temporary I-551 Stamp</b> Exp. Date of I-551 Stamp: <input type="text"/>	<b>Other</b> (All items under this category must be approved by the NWUAV Compliance Trade Compliance Department Specify:
<b>Transportation Worker's Identification Card (TWIC)</b>	<b>Driver's License</b> <b>Enhanced Driver's License (Real ID)</b> State      License #

**NON-U.S. PERSON DOCUMENT OPTIONS**

<b>Non-U.S. Passport</b> Expiration Date: <input type="text"/>	<b>Other</b> (All items under this category must be approved by the NWUAV Compliance Trade Compliance Department Specify:
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Please email all Visitor forms and ID to Export Compliance: [Heather.Sorenson@nwuav.com](mailto:Heather.Sorenson@nwuav.com) & [Christy.Kelleher@nwuav.com](mailto:Christy.Kelleher@nwuav.com).

**This section to be completed by the Northwest UAV employee(s) whom verify the documents.**

"I have reviewed this form and what appeared to be original proof documents along with a piece of current, government-issued photo ID for the individual identified."

NWUAV Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

NWUAV Employee Signature: \_\_\_\_\_

**Above Person/Entity was screened using Descartes Visual Compliance (report attached) Restricted Party Screening List.**

Screen Date: \_\_\_\_\_ Screener Initials: \_\_\_\_\_ Determination:  Not Listed  Listed Initials of Export Compliance Officer: \_\_\_\_\_