

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 STM and NWTCCampus			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. Will NREL sensitive subjects apply or will there be access to proprietary technology or information restricted for dissemination or publication? Sensitive Subjects Guidance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOST INFORMATION			
23. Host's First and Last Name Ashley Woodburn Allison Pezzullo		<input checked="" type="checkbox"/> As the host, I understand it is my responsibility to oversee the visitor's compliance with Laboratory policies and procedures and monitor the actions and safety of the visitor while on the NREL site. NREL Training presentation	
24. Citizenship US	25. Phone Number AW-4865 and AP-4023	26. DOE Clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
27. Desired Start Date 9/19/2017		28. Desired End Date 9/20/2017	
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 checked="" type="checkbox"/> Tour	<input type="checkbox"/> Information meeting	<input type="checkbox"/> Personal
30. Description of visit/assignment including specific activities or involvement: Tours provided to the participants of NREL's Partner Week.			
31. Prepared By Ashley Woodburn		32. Title Business Support	33. Phone Extension X4865
CLOSE OUT INFORMATION (To be completed by the foreign national management administrator)			
34. Final Status <input type="checkbox"/> Completed <input type="checkbox"/> Cancelled Before Approval <input type="checkbox"/> Cancelled After Approval <input type="checkbox"/> Access Denied			
35. Actual Start Date		36. Actual End Date	37. Date Closed Out
38. 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 Workday.
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 #30.
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.

SUBMITTAL

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