# Unclassified Foreign National Visits & Assignments Questionnaire

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| Welcome to Department of Energy, Headquarters! We are looking forward to your visit or assignment with us. In order to comply with our security requirements and ensure that your time with the Department of Energy goes smoothly we need to obtain some information from you prior to your arrival. Please take a few minutes to provide the information requested below for each member of your party that is not a U.S. citizen and then return the form(s) to your host. Please be sure to comply with the deadlines your host has communicated to you for returning this form. |
| Part 1: Completed by Visitor Please complete all questions below, as applicable. See listing of requested documents at end. |
| 1 | Given Name (exactly as it appears on passport) |                  First Middle Last  |
| **2** | **Gender** | **[ ]  Male** **[ ]  Female** |
| **3** | **Are you currently in the United States?** | **[ ]  Yes [ ]  No**  |
| **4** | **Are you Currently a Legal Permanent Resident (LPR) Immigrant Alien of the U.S.?**  | **[ ]  Yes (go to question 5) [ ]  No (skip question 5)** |
| **5** | Immigration & Naturalization **(INS A#) Number and Expiration Date** | **INS A#:       Expiration Date:** |
| **6** | **Visa Number and Expiration Date****(This is the Form I-94 number; if J-1 or F-1 visa, see IAP-66/DS-2019 or I-20, respectively, for expiration dates)** | **I-94 Number:** **Valid Until Date:**  |
| **7** | **What is the U.S. Visa Type you will have/require upon arrival in U.S. for this visit, assignment, or employment?** | **[ ]  A2** **[ ]  H1 [ ]  TN [ ]  F1 [ ]  J1 [ ]  B1 [ ]  O-1** **[ ]  E2****[ ]  Visa Waiver Business (VWB)** **[ ]  Other:** **[ ]  Employment Authorization Document (EAD) Number and Expiration date:**  |
| **8** | **Passport Number and Expiration Date (mm/dd/yyyy)** | **Passport Number:** **Expiration Date:**  |
| **9** | **What Country is identified on your passport as issuer?** |  |
| **10** | **Primary Citizenship (Citizenship admitted to United States)** |  |
| **11** | **Dual Citizenship (if any)** | **[ ]  Yes** **[ ]  No**  **If yes, what Country?**  |
| **12** | **Birth Date****(mm/dd/yyyy)** |  |
| 13 | City/Country of Birth |       |
| **14** | **Institution or Company Name and Country of Employer** |  |
| **15** | **Title/Position** |  |

**PLEASE PROVIDE THE FOLLOWING DOCUMENTS:**

You will need to bring and present proper documentation of your current immigration status. If you are a Legal Permanent Resident (LPR), the LPR card must be presented before obtaining a badge. If you are NOT a Legal Permanent Resident, you must present sufficient passport, Visa, and U.S. Citizenship and Immigration Services (USCIS) information to verify identity, authority to work (where applicable to request involved), and current eligibility (in lawful immigration status) to be in the U.S. If you are from Canada, or not required to have a passport or visa, you must present government issued photo identification proving citizenship. A driver’s license is **NOT** acceptable identification.\*\* Please ***note that this information may also be requested in advance from your host.***

**The following additional documents will need to be provided, as applicable:**

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| If you have this type of documentation or if this is your status: | You will need to present: |
| Legal Permanent Residents (LPR) (Also known as Permanent Resident Aliens, PRA’s, and/or “green card” holders) orConditional Permanent Residents (CPR) | Permanent Resident Card (or I-551 stamp in your passport if you have not received your Permanent Resident card) |
| Pending Permanent Resident (PPR) [orEmployment Authorization Document (EAD)] | Employment Authorization Card and the receipt notice from INS indicating your petition for Permanent Residence is pending |
| H-1B -Temporary Employee VisaO-1 - Extraordinary Ability O-1 - Extraordinary Ability (Outside U.S.) | I-94 Card\*I-94 Card\*Passport  |
| J-1 - Exchange Visitor | I-94 Card\* and Signed Form DS-2019 (formerly IAP-66) |
| F-1 - Student Visa | \*I-94 Card and Form I-20 signed within last 12 months.\*EAD – (Employment Authorization Document \*) only if using Optional Practical Training (OPT) after I-20 expires.  |
| B-1 (Currently inside the U.S.)**B-1 (Currently outside the U.S.)**  | I-94 Card\*Passport |
| Visa Waiver-Business (VWB) (Currently in U.S.)**Visa Waiver-Business (VWB) (Currently outside U.S.)** | I-94W Card (small green card stapled in passport, copy front and back). Passport**Note: All VWB’s limited to maximum of 90 days from Authorized arrival date, but not greater than what actual I-94W displays.**  |
| E-2 -Treaty Trader/Investor Visa (In U.S.)**E-2 - (Outside U.S.)****TN- Canada/Mexico Professionals (In U.S)****TN - (Outside U.S.)** | I-94 Card\* Passport, I-94 Card\*Passport |

**\*** White departure record card stapled in your passport. Provide copy of front and back.

**\*\*NOTE**: *A driver’s license is not acceptable proof of being “in-status”the U.S. Government immigration policies.*

# Foreign National Visits & Assignments Questionnaire

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| *Part 2: Completed by Host* |
| 16 | **Facility to be accessed** | **[ ]  Germantown [ ]  Forrestal [ ]  Other (must specify)****[ ]  Off Site** |
| 17 | **Type of Request** | **[ ]  Visit [ ]  Assignment [ ]  Extension of an Assignment** |
| 18 | **List Rooms to be accessed:** |  **Room       Type** **Room       Type** **Room       Type** |
| **19** | **Host and Escort’s Full Name(s)****(Must be DOE federal staff or contractor. Sensitive country nationals CANNOT host or escort any foreign national visitors or assignees)** | **Host:** **Full Name/Organization Code:**      **Phone Number:****Citizenship:****Escort(s):** **Full Name(s):**  |
| 20 | **Authorized Arrival and Authorized Departure Date and time** | **Arrival Date:** **Departure Date:** **Arrival Time:       Departure Time:** |
| **21** | **Justification for Visit/Assignment & Meeting Subject Code (FACTS Purpose Code)** |  |
| **22** | **DOE Contact**  | **Full Name:****Phone Number:** |
| **23** | **Will Visitor/Assignee be granted Computer Access?** | **[ ]  Yes [ ]  No**  |

**Identification and badging:** Your visitor/assignee must present proper identification to the Receptionists and Hosts at Visitors Desk in the main lobby prior to badging. If your visitor/assignee is a Legal Permanent Resident (LPR), the LPR card must be presented before obtaining a badge. If your visitor/assignee is NOT a LPR, he/she must present sufficient passport, visa and U.S. Citizenship and Immigration Services (USCIS) information to verify identity, authority to work (where applicable to request involved), and current eligibility (in lawful immigration status) to be in the U.S. Visitors/assignees from Canada, or those not required to have a passport or visa, must present government issued photo identification. A driver's license is **NOT** acceptable identification. If foreign visitors/assignees show up with only a drivers license, or with insufficient documents to prove in-status, they will be refused further access until such documentation as required is made available for review, or such document(s) can be supplied. For further guidance please call the **HQ Foreign Visits and Assignment.**