


AUSTAL VISITOR FORM INSTRUCTIONS

- Complete Section 1, “Visitor Information,” of the Visitor Form.

SECTION 1: VISITOR INFORMATION						
COMPANY NAME & ADDRESS:				E-MAIL ADDRESS AND CONTACT PHONE NUMBER:		
NAME (FIRST MI LAST)	DATE OF BIRTH	PLACE OF BIRTH	PASSPORT NUMBER	COUNTRY OF CITIZENSHIP	RESIDENT ALIEN CARD NUMBER	RESIDENT ALIEN CARD EXPIRATION
ATTACH PROOF OF CITIZENSHIP FROM ONE OF THE FOLLOWING FOR EACH VISITOR: 1) Birth Certificate 2) Passport 3) Certificate of Naturalization 4) Permanent Resident Card INCLUDE STATE OR GOVERNMENT ISSUED PHOTO IDENTIFICATION (COLOR SCANS PREFERRED) <i>Transportation Worker Identification Credential (TWIC) cards will not be accepted as proof of citizenship.</i>						

- Complete Section 5 of the Visitor Form.

<ol style="list-style-type: none"> Foreign Persons are not allowed access to controlled areas of Austal USA without the following: a valid passport, an approved visit request, an executed export license or ITAR exemption, and an Approved Escort that is a U.S. Citizen and an Austal USA employee or teammate. Whoever falsely and willfully represents him or herself to be a Citizen or National of the United States (otherwise known as a U.S. Person) shall be subject to criminal penalty under U.S. Law (Title 18, Sections 911 and 1015, U.S. Code). Visitors will not disclose Controlled Unclassified Information (CUI), Technical Data, or Proprietary Information related to the business activities of Austal USA to a third-party without approval from Austal USA's Technology Control Officer (TCO). No person shall photograph, videotape, or otherwise record activities, information, property, or personnel while on Austal USA property without express authorization from Austal USA Security. Use of photographic, video, or any other recording devices (including camera phones) without authorization will result in confiscation of the device as well as possible denial of future access to Austal USA facilities and/or criminal prosecution (Title 22, Section 2778(c), U.S. Code). All persons who enter or depart Austal USA properties (including parking areas) are subject to inspection of their personal effects in accordance with DoD 5220.22-M, "National Industrial Security Program Operating Manual". Austal USA reserves the right to ban and/or confiscate items that it deems as prohibited. As a condition of being granted access to this facility, you must comply with Austal USA security, health, safety, and export control requirements. Failure to do so may result in immediate revocation of access privileges and denial of future access to Austal USA facilities. Access to the Austal USA computer networks must be requested in Section 4 of this form and authorized by Austal USA Security Management in accordance with the Austal USA IT policy and the Electronic Communications Plan (ECP). <p>Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.</p> <p></p> <p>Signature of Visitor _____ Date _____</p>

- You must submit TWO forms of proof of citizenship, as listed in Section 1 of the Visitor Form. The first must be a form of State or Federal issued photo identification. The other form can be one of the following: birth certificate, passport, Certificate of Naturalization, or Permanent Resident Card. Note that color scans are preferred.

ATTACH PROOF OF CITIZENSHIP FROM ONE OF THE FOLLOWING FOR EACH VISITOR: 1) Birth Certificate 2) Passport 3) Certificate of Naturalization 4) Permanent Resident Card INCLUDE STATE OR GOVERNMENT ISSUED PHOTO IDENTIFICATION (COLOR SCANS PREFERRED) <i>Transportation Worker Identification Credential (TWIC) cards will not be accepted as proof of citizenship.</i>
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2. Whoever falsely and willfully represents him or herself to be a Citizen or National of the United States (otherwise known as a U.S. Person) shall be subject to criminal penalty under U.S. Law (*Title 18, Sections 911 and 1015, U.S. Code*).
3. Visitors will not disclose Controlled Unclassified Information (CUI), Technical Data, or Proprietary Information related to the business activities of Austal USA to a third-party without approval from Austal USA's Technology Control Officer (TCO).
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6. As a condition of being granted access to this facility, you must comply with Austal USA security, health, safety, and export control requirements. Failure to do so may result in immediate revocation of access privileges and denial of future access to Austal USA facilities.
7. Access to the Austal USA computer networks must be requested in Section 4 of this form and authorized by Austal USA Security Management in accordance with the Austal USA IT policy and the Electronic Communications Plan (ECP).

Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.

Signature of Visitor

Date

SECTION 6: CERTIFICATION OF AUSTAL HOST, ESCORT AND/OR SPONSOR

As the Host, Sponsor and/or Escort of Visit, I shall:

1. Ensure proper escort of visitor is maintained at all times while on Austal premises.
2. Ensure that the visitor does not have unauthorized access to U.S. Government Classified information, Controlled Unclassified Information (CUI), or to Austal Private/ Proprietary Information, without obtaining approval from the Technology Control Officer (TCO) prior to granting access.
3. Inform all Austal personnel of their limitations on the release of Controlled Unclassified Information (CUI) to the visitor(s).
4. Perform a due diligence survey of the area(s) to ensure that an unauthorized export does not accidentally occur and obtain approval from the Security Department if access is required to export-controlled areas.
5. Immediately report all possible violations of the ITAR/EAR to the Technology Control Officer and the Empowered Official.
6. Review information to be disclosed during the visit *prior* to the visitor's arrival to ensure the data is within the scope of the export license, exemption or Visit Request. If I am unsure of the scope, I will contact Export Compliance (x1759).
7. Contact the Austal USA Visitor Control Office (x3738) if I wish to hand-off escort duties or if I have any visitor questions.
8. Brief the visitor(s) that I am escorting on facility safety, security, health, and export control requirements.

Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.

Signature of Austal USA Host, Sponsor and/or Escort

Date

SECTION 7: AUSTAL USA SECURITY VISIT REQUEST APPROVAL / DENIAL

U.S. Person/Citizen Visit Request is:

Approved
Denied

Visitor Control Office/FSO or Designee Date

Foreign National Visit Request is:

Approved - Export License No. _____
Denied

Facility Security Officer or Designee Date