

**DEPARTMENT: SECURITY**
**DOCUMENT OWNER: Director of Security**

**AUSTAL USA (Visitor Control)**  
 100 Addsko Rd. Mobile, AL 36602  
 (251) 445-3738

Submit all Visit Request packets to your Austal POC/Host

All packets must contain this completed and signed form, proof of citizenship, and state/government-issued photo identification.

*Incomplete packets will not be accepted- Please print legibly*

<b>COMPANY NAME &amp; ADDRESS:</b>			<b>VISITOR NAME AND CONTACT NUMBER:</b>										
<b>VISIT START DATE:</b>		<b>VISIT END DATE:</b>		<b>PURPOSE OF VISIT: <i>Be specific</i></b>									
<b>CITIZENSHIP:</b>		<b>BADGE TYPE REQUESTED: PHOTO OR ESCORT REQD</b>											
<b>BIRTH DATE AND PLACE:</b>		<b>AUSTAL POINT OF CONTACT:</b>		<b>Name and Contact Number</b>									
<b>PASSPORT #:</b>		<b>GREEN CARD #:</b>		<b>EXP DATE:</b>									
<b>Austal Facilities/Areas to be Visited</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Admin Building</td> <td>VGY</td> </tr> <tr> <td>Office Complex</td> <td>Loxley</td> </tr> <tr> <td>Final Assembly</td> <td>Washington Ops</td> </tr> <tr> <td>MMF</td> <td>San Diego, CA</td> </tr> </table>			Admin Building	VGY	Office Complex	Loxley	Final Assembly	Washington Ops	MMF	San Diego, CA	<b>ATTACH PROOF OF CITIZENSHIP FROM ONE OF THE FOLLOWING:</b> <ul style="list-style-type: none"> <li>1) Birth Certificate    2) Passport    3) Certificate of Naturalization</li> <li>4) Perm. Res. Card    5) Merchant mariner Card</li> <li><b>• INCLUDE GOVERNMENT ISSUED PHOTO IDENTIFICATION (COLOR SCANS PREFERRED ON ALL DOCUMENTS)</b></li> </ul> <p><i>Note: Transportation Worker Identification Credential (TWIC) cards will not be accepted as proof of citizenship.</i></p>		
Admin Building	VGY												
Office Complex	Loxley												
Final Assembly	Washington Ops												
MMF	San Diego, CA												
<b>Program Visiting:</b> LCS    Other: _____    Specify: _____			<b>SECURITY USE ONLY</b> DPS Check Yes/No By: _____		<b>VISITOR CONTROL RECD</b> <i>Digital Signature here</i>								
<b>INFORMATION TO BE DISCUSSED: (PLEASE CHECK ONE)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><b>Classified</b> (FSD Approval Required)</td> <td><b>Austal Proprietary</b> (e.g. Financial)</td> </tr> <tr> <td><b>Controlled Unclassified</b> (e.g. ITAR)</td> <td><b>Unclassified</b> (e.g. Public Domain)</td> </tr> </table>			<b>Classified</b> (FSD Approval Required)	<b>Austal Proprietary</b> (e.g. Financial)	<b>Controlled Unclassified</b> (e.g. ITAR)	<b>Unclassified</b> (e.g. Public Domain)							
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<b>CERTIFICATION OF VISITOR (Please read carefully)</b> <p>1. 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/teammate. 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). 4. 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 the Austal USA facilities and/or criminal prosecution (Title 22, Section 2778©, U.S. Code). 5. 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 prohibited. 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.</p> <p><i>Your signature below indicates that you have read the preceding, understand and agree to abide by its content</i></p> <p><b>Signature of Visitor:</b> _____ <b>Date:</b> _____</p>													
<b>CERTIFICATION OF AUSTAL HOST, ESCORT, AND/OR SPONSOR</b> <p>As the Austal Host, Sponsor and/or Escort of Visit, I Shall:</p> <p>1. Ensure proper escort of visitor is maintained at all times while on Austal Premises. 2. Ensure 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 <b>prior</b> 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 <b>Austal USA Visitor Control Office (x3738)</b> or <b>Export Compliance (x1759)</b>.</p> <p><i>Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.</i></p> <p><b>Signature of Austal USA Host, Sponsor or Escort:</b> _____ <b>Date:</b> _____</p>													
<b>AUSTAL USA SECURITY VISIT REQUEST APPROVAL/DENIAL</b>													
<b>U.S. Person/Citizen Visit Request is:</b>  Approved: _____ Denied: _____  <b>VC Control Office/FSO or Designee</b> <b>Date</b>			<b>Foreign National Visit Request is:</b>  Approved- Export License No. _____ Denied _____  <b>Facility Security Officer or Designee</b> <b>Date</b>										

**Instructions for Completing the Visit Request Form**

**Company Name & Address** – Type/print the company/organization for which you work and the address.

**Visitor Name** – Type/print your last name, first name, and middle initial.

**Visit Request Date(s)** – Type/print the Start and End dates of your visit.

**Purpose of Visit** – Type/print the purpose for which you will be visiting Austal USA - i.e., Meeting, Support, Tour of Vessel (reason for tour), etc....

**Citizenship** – Type/print your official country of citizenship. (example: USA, Germany, Australia)

**Badge Type Requested** – Your Austal Point of Contact will complete this field based upon the purpose and frequency of your visits to Austal USA.

**Birth Date and Place** – Type/print the date of your birth and the city, state OR country where you were born.

**Austal Point of Contact** – Type/print the name of the Austal USA employee or Tenant Company sponsor (GDMS, Navy, etc.) who is hosting your visit. Type/print your contact's phone number.

**Passport # or Green Card #** – Type/print your Passport number or your permanent resident card number.

**EXP Date** – Type/print the date that your passport or green card expires.

**Austal Facilities/Areas to be Visited** – Mark the box beside each Austal USA facility/Area, to which you will be visiting. Multiple boxes may be checked. Your Austal Point of Contact can assist with this.

**Upon completion of this form:**

- *Email completed Form, Proof of Citizenship, and Photo I.D. to your Austal Host*
- *Host will complete, sign, and submit to security for further processing*
- *Upon approval, Host will be notified via e-mail*
- *Should you have any questions please contact Visitor Control at [visitors@ustalusa.com](mailto:visitors@ustalusa.com) or 251-445-3738*

***If your visit requires the use of a Laptop/Tablet (personal/company), Camera (photographic/video), or any Personal Electronic Device (PED) please indicate for security approval. Please note: Recording of any type (Photographic, Video, Audio) of Austal USA property, employees, processes is strictly prohibited unless prior authorization has been granted by Austal Security Management.***