



communications

Aviation Recorders Division

VISIT AUTHORIZATION
for
U.S. CITIZEN and/or PERMANENT RESIDENT
OF
THE UNITED STATES

Date:	
--------------	--

To:	Reception Desk - Main Lobby
------------	------------------------------------

From:	
--------------	--

Subject:	Visitors List – U.S. Citizen and/or Permanent Resident of the United States
-----------------	--

Full Name:		Phone No.:	
Citizenship:		Fax No.:	
Employer:		Identification:	<u>(verify upon arrival)</u>
Job Title :		Photo ID:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Address:		ID Type:	
Full Address:		ID Number:	

Is the visitor a U.S. Citizen or a permanent resident of the United States?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Note: If visitor is not a U.S. Citizen or permanent resident of the United States you must use Form Fo-00017.				

Employer Relationship: (Customer/Representative/Consultant/Distributor)			
Other (Please Explain):			
Sponsor (Whom Visiting):		Extension #:	
Escort(s) (if other than Sponsor):		Extension #:	
Date(s) of Visit:			
Purpose of Visit:			

Empowered Official Notification:		Date:	
Security Office Notification:		Date:	
Senior Staff Approval:		Date:	

**** Information Must Be Complete Before Visitor(s) Will Be Admitted ****

Procedure to complete
“Visit Authorization for Visits by U.S. Citizen and/or Permanent Resident of
the United States
Form Fo-000115

Policy

It is the policy of L-3 Communications Aviation Recorders (L3AR) to establish and maintain documented procedures for identifying visitors, both U.S. Citizen and/or Permanent Resident of the United States and Foreign Visitors/Foreign Nationals, and permitting access to our facility.

Responsibility

It is the responsibility of the Export Compliance Office to properly train employees directly responsible in completing the Visit Authorization Form for U.S. Citizen and/or Permanent Resident of the United States (Fo-000115) and Visit Authorization Form for Foreign Visitors/Foreign Nationals (Fo-000117). It is the responsibility of all employees of L3AR to follow the guidelines set forth in this procedure. Once training has been completed, it is the responsibility of the Division Training Coordinator to make note in the appropriate Employee Training Record that training has been completed.

U.S. Citizen and/or Permanent Resident of the United States

Please note: Before turning this form in to the Receptionist, each item must be filled in completely. There can be no TBDs.

- ◇ Date - date the form is completed
- ◇ From – person(s) completing the form
- ◇ Full Name – name in full of person requesting entry into the facility
- ◇ Citizenship – must be verified. If this person requesting entry into the facility is not a U.S. Citizen or Permanent Resident of the United States then this is not the form to be completed. (Complete Form Fo-000117).
- ◇ Employer – what company employs this person
- ◇ Job Title – what is the visitor’s function within the company
- ◇ Full Address – where is this company physically located
- ◇ Phone Number – phone number of the company
- ◇ Fax Number – fax number of the company
- ◇ Identification – **This must be verified by the person issuing a visitors badge to the visitor and initialed as such.**
 - Photo Id
 - ID Type – List Driver’s license, Company Badge, etc.
 - ID Number – Denote Number of Driver’s License, Company Badge, etc.
- ◇ Is the Visitor a U.S. Citizen or a Permanent Resident of the United States? Check the “Yes” or “No” block. *Please note: If the visitor is not a U.S. Citizen or a*

Permanent Resident of the United States you cannot use this form – you must use Fo-000117.

- ◇ Employer Relationship (Customer/Representative/Consultant/Distributor) – fill in the blank
- ◇ Other (Please Explain) – if the person requesting entry to the facility is not one of the above selections what is his relationship to our business.
- ◇ Sponsor (Whom Visiting) – who is this person requesting entry to the facility seeing.
- ◇ Telephone Extension – what is the sponsor’s telephone extension within the plant
- ◇ Escort – if the escort for this person requesting entry to the facility is not the Sponsor – the escort must be identified.
- ◇ Telephone Extension – the telephone extension of the escort.
- ◇ Date(s) of Visit – when is he or she coming to our facility
- ◇ Purpose of the Visit – why is he or she coming to our facility
- ◇ Empowered Official Notification – the date the Empowered Official was notified this person was coming to the facility (attach email sent to Empowered Official)
- ◇ Security Office Notification – the date the Security Office was notified this person was coming to the facility (attach email sent to Security Office)
- ◇ Senior Staff Approval: **Visitor Authorization for U.S. Citizen and/or Permanent Resident of the United States can only be signed by one of the following:**
 - Division President
 - Vice President of Business Development
 - Vice President of Sales and Marketing
 - Vice President of Engineering
 - Vice President of Manufacturing
 - Vice President of Finance / Administration, Human Resources
 - Security Officer for Service Companies only

Upon completion of the Visitor Authorization for U.S. Citizen and/or Permanent Resident of the United States (Fo-000115), turn in form to the Receptionist with a copy to the Export Compliance Office. Please make sure all information is entered properly according to the guidelines listed above and legible. If there are any questions see the Export Compliance Office for guidance.