| **Visitor:** |       | **Host/Escort:** |       | **Date of visit:** |       |
| --- | --- | --- | --- | --- | --- |
|  |
| Welcome to the U.S. Department of Energy (DOE)! 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 DOE 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 who 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. |
|  | **Given (first) name**(exactly as it appears on passport) |       |
|  | **Middle name** (exactly as it appears on passport) |       |
|  | **Surname (last) name** (exactly as it appears on passport) |       |
|  | **Gender** | [ ]  Male [ ]  Female |
|  | **Are you currently in theUnited States?** | [ ]  Yes [ ]  No |
|  | **Are you currently a Legal Permanent Resident (LPR) immigrant alien of the United States?** | [ ]  Yes (go to question 7) [ ]  No ( skip question 7) |
|  | **Immigration and Naturalization** (INS A number) | INS A number: |       |
| Expiration date: |       |
|  | **Primary citizenship** (citizenship admitted to United States) |       |
|  | **Dual citizenship** (if any) | [ ]  Yes [ ]  No  |  |
| If “yes”, name of country: |       |
|  | **Birth date** (mm/dd/yyyy) |       |
|  | **Country of birth** |       |
|  | **City of birth** |       |
|  | **Institution or company name** |       |
|  | **Institution or company address,including country** |       |
|  | **Employer telephone number** |       |
|  | **Employer facsimile number** |       |
|  | **Employer email address** |       |
|  | **Title/description of duties with employer/company** |       |
|  | **What is the U.S. Visa type that you will have/require upon arrival in the U.S. for this visit, assignment, or employment?** | [ ]  Not applicable |
| [ ]  A2 [ ]  H1 [ ]  TN [ ]  F1 [ ]  J1 [ ]  B1 [ ]  O-1 [ ]  E2 |
| [ ]  Visa Waiver Business (VWB) |
| [ ]  Other: |       |
| [ ]  Employment Authorization Document (EAD) number:       |
| Expiration date:  |       |
|  | **Visa** | Visa number: |       |
| (This is the Form 11-94 number; if J-1 or F-1 Visa.) |
| Expiration date: |       |
|  | **Passport** | Passport number: |       |
| Expiration date: |       |
|  | **What country is identified on your passport as issuer?** |       |
|  | **Other identification** (specify type and number, if applicable) |       |