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U.S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S)

REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES (SEND ORIGINAL TO OIAA) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO OIAA)*

☐ VISITOR (3 days or less) ☐ CONFERENCE ATTENDEE (5 days or less) ☐ GUEST (more than 3 days)

FULL NAME			DATE OF BIRTH		
First	Middle	Last	Month	Day	Year

PLACE OF BIRTH		PASSPORT	
City	Country	Number	Issuing Country

TITLE/POSITION	GENDER ☐ Male ☐ Female
EMPLOYER/SPONSOR	TELEPHONE

ADDRESS

CITIZENSHIP	COUNTRIES OF DUAL CITIZENSHIP *(If applicable)*
COUNTRY OF RESIDENCE	U. S. PERMANENT RESIDENT ☐ YES ☐ NO

DATE(S) OF VISIT

NIST HOST(S) *(Name, extension, e-mail)*	ORGANIZATIONAL CODE NUMBER

REASON FOR VISIT OR TITLE OF LECTURE(S)

ROOMS/BUILDINGS TO BE UTILIZED

REPORT PREPARED BY	TELEPHONE EXTENSION	DATE

FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)

LECTURERS ONLY - GIVE BRIEF BIOGRAPHY

LECTURE FEE	TRAVEL	PER DIEM
$	$	$

RESPONSIBLE TECHNICAL STAFF MEMBER	TELEPHONE EXTENSION	ORGANIZATIONAL CODE NUMBER	DATE

DIVISION CHIEF (NAME AND SIGNATURE)	OU APPROVAL (NAME AND SIGNATURE)

APPROVED - OFFICE OF INTERNATIONAL AND ACADEMIC AFFAIRS (NAME AND SIGNATURE)	DATE

*BOULDER DISTRIBUTION: SEND ORIGINAL TO OFFICE OF DIRECTOR (COPY WILL BE FORWARDED TO OIAA AND DOC SECURITY)

ADMINISTRATION/IPSG ELECTRONIC FORMS

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