Unclassified Foreign Visit/Assignment Request Information (Documentation Format)

Name of Visitor/Assignee
Enter **First, Middle, and Last Name** exactly as is written in your passport. A full middle name must be entered, if an individual does not have a middle name “NMI” must be entered instead.

Form Determination Information
- **Facility to be visited:** “Jefferson Lab”
- **Is this an off-site meeting?** “No”
- **Select the Security Area Type at the Facility:** “Non-Security Area”
- **Country of Employer:** Select the country your institution resides in. All Jefferson Lab Employees should highlight “United States”.
- **Will sensitive subjects be discussed?** “No”, Jefferson Lab does not have any activities that pertain to the Sensitive Subjects List.
- **Is this an IAP-66 (DS-2019) assignment?** If a J visa was used to enter the country highlight “Yes”, if not highlight “No”.
- **Does the host have a clearance?** “No”, Jefferson Lab personnel do not have security clearances.
- **Type of Request:** If the period of stay is 30 days or less mark “Visit”, everything else from 31 days to two years “Assignment” should be highlighted.

Biographical Information
- **Gender:** “Male” or “Female”
- **Is Visitor currently in the U.S.?** Security prefers that FV&A forms be completed while at the lab, unless “Country of birth”, “Country of Citizenship” or “Country of Institution” is a State Sponsor of Terrorism.
- **Permanent Resident Alien:** “Yes” if Lawful Permanent Resident and have a Permanent Resident Card (Green Card or INS Form I-551).
- **Green Card Exp. Date:** Leave blank if not a PRA or if Green Card does not contain an expiration date.
- **Social Security #:** Leave blank if you do not have one.
- **Country of Citizenship:** If a dual citizen be sure that both countries are marked. To mark more than one, hold down the CTRL button while clicking the other selection.
- **Date of Birth:** Must be entered (mm/dd/yyyy).
- **Country of Birth:** Only one country can be highlighted.
- **City of Birth:**
- **Aliases:** Include professional or published names and any variations in a spelling of a name.

Employer Information
- **Institution or Company Name:** Identify employer or school.
- **Street (1):** Enter the street address if known.
- **Street (2):** May be left blank.
- **City:**
- **State:** May be left blank if out of the United States
Zip Code:
Country of Employer: Enter the country identified in the “Form Determination Information” section.
Title or Position and Duties: The title the institution has recorded should be used.

Visa Information
Visa Number: This is the bold eight-digit number found under the expiration date on the right side of a visa, not the control number. If entered on the visa waiver can leave this field blank.
Visa Type: Identify the visa that was used to enter the United States (H-1B, VW, J-1, etc.). Canadian citizens may leave this field blank.
Expiration Date: Must be written mm/dd/yyyy. This is the expiration date found on the visa and not the I-94 card.

Passport Information
Passport Number: This must be written as it appears on the passport.
Country of Issue:
Expiration Date: Must be written mm/dd/yyyy.
Place of Work This portion should only be completed if different from Employer or stationed at JLab long term.
Company Name:
Street (1):
Street (2):
City:
State:
Zip Code:
Country:
Title or Position and Duties:
Interpreter Needed? “Yes” or “No”
Business Type conducted by Employer: If Jefferson Lab employee should enter “Basic Research”, others may be “Research” or “Education”.
Educational Background: Include information such as Degree, Institution, and date.
Field of Research: Examples are Physics, High Energy Physics, Physics Theory, etc.
Accompanying Family Information: Include name, citizenship, date of birth, and visa type for any members that are in the U.S.
Additional Biographical Information:
Current U.S. Address: Only enter a U.S. address if living in the U.S.
Permanent Address: Enter foreign address including country if living outside the U.S.
Remarks: Any remarks regarding visa or passport may be entered here but are not necessary.
Visit/Assignment Specific Information
The top portion will automatically be filled in from the Form Determination Information at the top of the form.

Sponsor Information
Sponsor’s First, Middle, Last Name: If a “hall user” the sponsor must be a hall or Theory leader. If a JLab employee, the supervisor should be used.
Sponsor’s Citizenship:
Phone: Enter sponsor’s telephone number including area code.
Does Host have a clearance: Will automatically fill in.

Visit Information
Desired Start Date: Should be the day of arrival to the lab. Must be entered in mm/dd/yyyy.
Desired End Date: Must be longer than 30 days for an assignment. Must be two years or less. Date must correspond to visa or I-94 expiration date, or passport expiration date if will expire during assignment. Must be entered in mm/dd/yyyy.
Subjects: Common JLab subjects are Accelerator Physics, Physics, Medium Energy, ad Physics, Theory.
International Agreement Code: N/A for most visits/assignments.
HDE Code: SC-25 Physics; SC-22 Accelerator, SRF, CASA, FEL; SC-26 Theory
Justification of Visit/Assignment: If JLab employee, include job title, if a user or contractor include a detailed description of work to completed at Jefferson Lab. If an ARC tenant justification should be “Use of Facilities”.
Purpose of Visit: Employment, User, or Commercial/Contractor Services

***Once the form is complete, print it, and bring it to JLab Registration/International Services (VARC, Building 28) along with your passport and any supporting visa paperwork (I-94 card, I-20, etc.).***