



## NOAA Global Monitoring Division Foreign National Visitor Request Form

Foreign national guests (non-US) visiting a NOAA site for more than three days must complete the following procedure:

- 1) Please notify Julie Singewald **90 days** in advance of any foreign national visitation to a Global Monitoring Division (GMD) site.

PLEASE NOTE THAT VISITORS WITH A "GREEN CARD" DO NOT NEED TO COMPLETE THIS PROCESS.

- 2) Please send Julie via email a list of the computing systems any foreign nationals will access at GMD facilities.
- 3) If the foreign national will have access to the Research and Development High Performance Computing System, it is required to get prior approval from GFDL. Julie is responsible for gaining approval from GFDL. This adds processing time. Please allow an additional 2 weeks for this approval.
- 4) Julie will notify the foreign national what date they can enter the site. **Do not purchase airline tickets before receiving this information.**
- 5) Mandatory background investigations are performed for every foreign national who will be on site six months or longer. Background processing requires fingerprint cards, completing the OF-306, and a Security cover sheet. Julie can provide you with these forms.

Foreign nationals must be escorted by NOAA staff at all times at NOAA facilities. At GMD's observatories, escort must be coordinated with the observatory station chief.

### Contact Information:

Julie Singewald  
NOAA Earth System Research Laboratory  
325 Broadway, R/GMD1  
Boulder, CO 80305

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# NOAA Global Monitoring Division Foreign National Visitor Request Form

Please complete this form for every non-US visitor.

## Personal Information

1. Name (First, Middle, Last): \_\_\_\_\_
2. Organization/non-DOC Affiliation: \_\_\_\_\_
3. Title: \_\_\_\_\_
4. Gender: Male Female
5. Date of Birth (MM/DD/YY): \_\_\_\_\_
6. Place of birth (city/state/country): \_\_\_\_\_
7. Country of citizenship (list all): \_\_\_\_\_
8. Country of permanent residence: \_\_\_\_\_
9. Passport number and issuing country (list all): \_\_\_\_\_
10. Tentative dates in US: \_\_\_\_\_
11. NOAA visit start date: \_\_\_\_\_
12. NOAA visit end date: \_\_\_\_\_

## Site Visit Information:

1. Qualifications: List the visitor's educational, professional, and field work experience.
  
  
  
  
  
  
  
  
  
  
2. Expertise: Explain the visitor's area of professional expertise and how it directly relates to the field project. Include references to any related published articles.
  
  
  
  
  
  
  
  
  
  
3. Scope of work at the NOAA site: Explain, in detail, the tasks the visitor will be completing at the NOAA site. Include as many specific tasks as possible.