

GENERAL DYNAMICS BATH IRON WORKS

U.S. CITIZEN NON-EMPLOYEE ACCESS REQUEST FORM

STOP! If you cannot verify you are a U.S. Citizen or are representing/working for a foreign entity, you may not use this form. Complete a Non-U.S. Citizen Visitor Access Request, instead.

Directions for Visitors:

- For escorted access, please complete Section I
- For unescorted access, please complete Sections I & III
- All Visitors / vendors must complete the liability waiver

Directions for BIW Sponsor:

- Complete and sign Section II

I. VISITOR INFORMATION FOR ESCORTED ACCESS		LAST NAME:	FIRST NAME:
AGE (in years):	ORGANIZATION / COMPANY:		CELL PHONE NUMBER :
BIW POINT OF CONTACT:		DATE(S) OF VISIT:	PREVIOUS BIW EMPLOYEE?: <input type="checkbox"/> YES <input type="checkbox"/> NO
PURPOSE OF VISIT:			
<input type="checkbox"/> MEDICAL APPT <input type="checkbox"/> JOB INTERVIEW <input type="checkbox"/> VENDOR ACTIVITY (REPAIR/DELIVERY) <input type="checkbox"/> MEETING <input type="checkbox"/> OTHER: _____			
I have reviewed and agree to abide by the following documents [www.gdbiw.com/suppliers/visiting-vendors-contractors] (initial below each):			
<u>Applicable to all Visitors, Vendors and Contractors</u>		<u>Applicable to Visiting Vendors & Contractors only</u>	
Visitor Safety Video _____	BIW Privacy Notices (gdbiw.com/privacy) _____	Environmental, Health & Safety Policy _____	Visiting Vendor Safety Information Packet _____ Environmental, Health & Safety Handbook _____
II. BIW SPONSOR INFORMATION		SPONSOR'S LAST NAME:	SPONSOR'S FIRST NAME:
SPONSOR'S BADGE #:	SPONSOR'S DEPARTMENT:	SPONSOR'S CONTACT NUMBER:	
JUSTIFICATION FOR VISIT:			
<p>_____ I certify my visitor does not work for or represent a foreign (non-U.S.) entity (<i>please initial</i>)</p> <p>_____ Escort Acknowledgment for unbadged visitors (<i>please initial</i>):</p> <ul style="list-style-type: none"> • I understand and will comply with my responsibilities to ensure my visitor is escorted at all times while on BIW property • I will ensure that my visitor will comply with all safety and security requirements • I will ensure my visitor will not take any photographs or access any BIW computers / systems / networks • I understand that I cannot escort more than six visitors at one time. 			
BIW Employee Signature: _____		Date: _____	

Visitor (Last Name, First Name): _____

III. ADDITIONAL INFORMATION FOR UNESCORTED ACCESS		DATE OF BIRTH:	COUNTRY OF BIRTH:	CITY / STATE OF BIRTH:
GENDER:	DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST ANY ADDITIONAL CITIZENSHIP(S) (select N/A if none) <input type="checkbox"/> N/A		
EMPLOYER'S NAME AND ADDRESS (include city, state, zip code)		SUPERVISOR'S NAME		SUPERVISOR'S PHONE
HOME ADDRESS (include city, state, zip code)		EMERGENCY CONTACT NAME:		EMERGENCY CONTACT PHONE:

I have submitted my background check to vendorsecurity@gdbiw.com for review and approval

IV. VISITOR CONTROL STAFF USE ONLY		
VISITOR / VENDOR BADGE NUMBER:	BADGE ISSUE DATE:	BADGE EXPIRATION DATE:
<input type="checkbox"/> BACKGROUND CHECK VERIFIED	<input type="checkbox"/> SIGNED INDEMNITY WAIVER	VISITOR CONTROL Initials _____

Access Approved By: _____ **Date:** _____

Document Type	Proof of Identity	Proof of US Citizenship	Meets background check requirement
US Passport / US Passport card	<input type="checkbox"/>	<input type="checkbox"/>	
State-issued driver's license	<input type="checkbox"/>		
State-issued Real ID	<input type="checkbox"/>		
Department of Defense CAC (Common Access Card)	<input type="checkbox"/>		
Transport Workers Identification Card (TWIC)	<input type="checkbox"/>		<input type="checkbox"/>
State-issued Commercial Drivers' License (CDL) with TSA Hazardous Material (HAZMAT) endorsement	<input type="checkbox"/>		<input type="checkbox"/>
Official certified state birth certificate		<input type="checkbox"/>	
US Naturalization Certificate (Form N600)		<input type="checkbox"/>	
US Native American Enhanced Tribal Card	<input type="checkbox"/>	<input type="checkbox"/>	