

Unclassified Foreign National Visits & Assignments Questionnaire

Welcome to Department of Energy, Headquarters! 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 the Department of Energy 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 that 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. See listing of requested documents at end.

1	Given Name/First Name (exactly as it appears on passport)	
2	Middle Name (exactly as it appears on passport)	
3	Surname/Last Name (exactly as it appears on passport)	
4	Gender	☐ Male ☐ Female
5	Are you currently in the United States?	☐ Yes ☐ No
6	Are you Currently a Legal Permanent Resident (LPR) Immigrant Alien of the U.S.?	☐ Yes (go to question 7) ☐ No (skip question 7)
7	Immigration & Naturalization (INS A#) Number and Expiration Date	INS A#: Expiration Date:
8	Primary Citizenship (Citizenship admitted to United States)	
9	Dual Citizenship (if any)	☐ Yes ☐ No If yes, what Country?
10	Birth Date	
11	Country of Birth	
12	City of Birth	
13	Institution or Company Name	
14	Institution or Company Address and Country	
15	Employer Telephone Number	
16	Employer Facsimile Number	
17	Employer E-mail Address	
18	Title/Description of Duties with Employer/Company	

19	What is the U.S. Visa Type you will have/require upon arrival in U.S. for this visit, assignment or employment?	☐ A2 ☐ H1 ☐ TN ☐ F1 ☐ J1 ☐ B1 ☐ O-1 ☐ E2 ☐ Visa Waiver Business (VWB) ☐ Other: ☐ Employment Authorization Document (EAD) Number and Expiration date:
20	Visa Number and Expiration Date (This is the Form I-94 number; if J-1 or F-1 visa.	I-94 Number: Valid Until Date:
21	Passport Number and Expiration Date (mm/dd/yyyy)	Passport Number: Expiration Date:
22	What Country Is Identified On Your Passport As Issuer?	
23	Other ID (specify type and number, if applicable)	

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

You will need to bring and present proper documentation of your current immigration status. If you are a Legal Permanent Resident (LPR), the LPR card must be presented before obtaining a badge. If you are NOT a Legal Permanent Resident, you must present sufficient passport, visa and U.S. Citizenship and Immigration Services (USCIS) information to verify identity, authority to work (where applicable to request involved), and current eligibility (in lawful immigration status) to be in the U.S. If you are from Canada or not required to have a passport or visa, you must present a document that establishes your citizenship, (such as birth certificate, citizenship certificate, or passport) **and** a Government-issued identification that includes a photograph, (such as a passport or driver's license). *Please note that this information may be requested in advance from your host.*

The following additional documents will need to be provided, as applicable:

If you have this type of documentation or if this is your status:	You will need to present:
Legal Permanent Residents (LPR) (Also known as Permanent Resident Aliens, PRA's, and/or "green card" holders) or Conditional Permanent Residents (CPR)	Permanent Resident Card (or I-551 stamp in your passport, if you have not received your Permanent Resident card)
Pending Permanent Resident (PPR) [or Employment Authorization Document (EAD)]	Employment Authorization Card and the receipt notice from INS indicating your petition for Permanent Residence is pending
H-1B – Temporary Employee Visa O-1 – Extraordinary Ability O-1 – Extraordinary Ability (Outside U.S.)	I-94 Card* I-94 Card* Passport
J-1 – Exchange Visitor	I-94 Card*
F-1 – Student Visa	I-94 Card* and Form I-20 signed within last 12 months, And *EAD – (Employment Authorization Document *) only if using Optional Practical Training (OPT).
B-1 (Currently inside the U.S.) B-1 (Currently outside the U.S.)	I-94 Card* Passport
Visa Waiver-Business (VWB) (Currently in U.S.)	I-94W Card (small green card stapled in passport, copy front and back).
Visa Waiver-Business (VWB) (Currently outside U.S.)	Passport Note: All VWB's limited to maximum of 90 days from Authorized arrival date, but not greater than what actual I-94W displays.
E-2 Treaty Trader/Investor Visa (In U.S.) E-2 (Outside U.S.) TN – Canada/Mexico Professionals (In U.S.) TN – (Outside U.S.)	I-94 Card* Passport, I-94 Card* Passport

* White departure record card stapled in your passport. Provide copy of front and back.

****NOTE:** *A driver's license is not acceptable for proof of being in-status with U.S. Government immigration policies.*