



# The UNIVERSITY of OKLAHOMA

## U.S. Person Verification Form

### For Access to Export-Controlled Spaces within ARRC Facilities

#### **Instructions:**

Step 1: Part 1 below must be filled out by all applicants.

Step 2: Provide a copy of one of the following documents<sup>1</sup>:

- U.S. Passport or Passport Card
- U.S. Birth Certificate and photo ID
- Permanent Resident Card

In lieu of providing a copy, the documentation can be presented at the time of the visit, or Part 2 below can be filled out by your Security or Human Resources Office.

A government-issued identification must be shown to establish identity at time of entrance.

#### **PART 1: APPLICANT INFORMATION (Completed by the applicant)**

Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

U.S. Citizen: Yes    No

If no, Legal U.S. Permanent Resident: Yes    No

U.S. Permanent Resident Card Number: \_\_\_\_\_

Point of Contact at the University of Oklahoma (for visitors only): \_\_\_\_\_

#### **PART 2: U.S. PERSON VERIFICATION (Completed by visitor's Security or Human Resource Office)<sup>2</sup>**

By signing below, the **Security or Human Resource** officer certifies that they have verified the accuracy of the information stated above.

Personnel Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Personnel Officer's Organization: \_\_\_\_\_ Phone#: \_\_\_\_\_

Personnel Officer's E-mail: \_\_\_\_\_

Personnel Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> US Person verification outlined by 22 CFR 120.62 of the International Traffic in Arms Regulations

<sup>2</sup> Visitor in Part 1 cannot self-certify

Return Completed Forms and related documentation to:

OU ARRC / RIL Security

Fax: (405) 325-7043

Phone: (405) 325-2871

[rilsecurity@ou.edu](mailto:rilsecurity@ou.edu)

**For office use only**

**U.S. PERSON DOCUMENT VERIFICATION (Completed by RIL Security or Visitor Host)**

By signing below, I certify the applicant has provided the necessary documentation to confirm that the individual is a U.S. person.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Type of Access Requested (select one):**

**Visitor requiring access to export-controlled spaces**

**RIL Resident requesting unrestricted access to export-controlled spaces<sup>3</sup>**

**RIL Resident requesting escorted access to export-controlled spaces**

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<sup>3</sup> Eligibility for unrestricted access can be found in the RIL Access Control Plan