



VISITOR INSTRUCTIONS

Please arrive 15 minutes prior to your appointment to allow time for check-in.

All visitors to Sagetech Avionics, Inc. need to bring personal identity documents with them when visiting our facilities. This is for U.S. Export Control (ITAR/EAR/DoD) requirements to verify citizenship. Proper forms of identification are listed below.

All visitors need to be registered internally with the Sagetech Avionics US Export Control Compliance Visitor Verification form (see below) prior to their admittance at our facilities.

US CITIZENS AND PERMANENT RESIDENTS:

You can pre-register by emailing your completed Visitor Verification form at least 2 days prior to your scheduled visit and a copy of your identity information to tony.dirks@sagetech.com and david.day@sagetech.com. Security personnel will verify your personal identity documents.

US Citizens and Permanent Residents please bring:

Please bring one of the following forms of identification **as well as your driver's license** (all documentation must be original documents; no copies will be accepted):

- US Passport or Passport Card
- Certified US birth certificate
- Permanent Resident Card (Green Card – I-551 Form)
- US Military active duty ID

FOREIGN NATIONALS (NON-US):

You must pre-register by emailing your completed Visitor Verification form and a copy of your identity information to tony.dirks@sagetech.com and david.day@sagetech.com. Security personnel will verify your personal identity documents.

Foreign Nationals please bring:

Preferred documents (Original documents, no copies will be accepted):

- Valid Citizen Country Passport (**REQUIRED: Unexpired I-94 Stamp**)

Visitors will receive a badge upon arrival for each day of their visit. Visitors are required to sign in and sign out for each day of their visit. Please return the visitor badge and sign out on your way out each day.

Failure to comply with Sagetech Avionics' mandatory visitor protocol will result in restricted access to all projects, facilities and personnel, as required by the International Traffic in Arms Regulations (ITAR), limiting visitor admittance to the administration lobby and meeting room only.



US EXPORT CONTROL COMPLIANCE VISITOR VERIFICATION

The purpose of the form is to assist in verifying your export control status. US laws and regulations prohibit the unauthorized export of restricted technology to non-US persons.

VALID IDENTIFICATION (PASSPORT OR BIRTH CERTIFICATE) IS REQUIRED AND MUST BE PRESENTED ALONG WITH THIS FORM COMPLETED IN ENTIRETY BEFORE ENTRY INTO ANY SAGETECH AVIONICS FACILITY

Last Name (PLEASE PRINT)	First Name (PLEASE PRINT)	Middle Name (PLEASE PRINT)
Country of Citizenship	Country of Residence	Additional County Citizenship(s)
Employer	Company Represented	
Signature	Date	

IDENTIFICATION

Are you a U.S. Citizen? YES NO ▶ SELECT THE DOCUMENT BELOW THAT PROVIDES PROOF OF CITIZENSHIP.
A copy of the proof document(s) will be kept with this form.

ONE OF THE FOLLOWING FORMS OF IDENTIFICATION IS REQUIRED. PLEASE CHECK BOX NEXT TO SUPPLIED DOCUMENT
(A copy of the proof document must be made and attached to this form)

United States Passport (Unexpired)	Expiration Date: <input style="width: 100%;" type="text"/>	Certificate of United States Citizenship (INS form N-560 or N-561)
Original or Certified Copy of Birth Certificate (Issued by US government agency bearing a seal or watermark)		Certificate of Naturalizations (INS form N-550 or N -570)
Green Card Holder (I-551 Form) Or Lawful Permanent Resident	Expiration Date: <input style="width: 100%;" type="text"/>	Certificate of Live Birth Abroad (FS-545 or DS-1350) Or Report of Birth Abroad (FS-240)
Unexpired Foreign Passport (With I-551 stamp, if applicable)	Expiration Date: <input style="width: 100%;" type="text"/>	A Foreign National Granted Asylum in the United States (A protected individual as defined by 8 U.S.C. 1324b(a)(3))
Unexpired Foreign Passport (With I-94 REQUIRED)	Expiration Date: <input style="width: 100%;" type="text"/>	Other Approved Documentation – SPECIFY DOCUMENT*

WITNESS MUST BE A NWUAV EMPLOYEE	Witness Signature	Date
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*The **EMPLOYEE WITNESS MUST** check with the Export Compliance Officer **IF USING A DOCUMENT OTHER THAN AN UNEXPIRED PASSPORT OR BIRTH CERTIFICATE.** **ALL documents MUST** be approved by our Security Personnel prior to visit.

US PERSONS ONLY: CHECK ALL THAT APPLY

<p>NOT APPLICABLE** (Check if you are NOT representing a Foreign Person/Entity)</p> <p>Working for a Company that is Incorporated in a country other than the US</p>	<p>Acting on behalf of a Foreign Person/Entity</p> <p>Acting in furtherance of US Programs while Resident abroad</p> <p>Acting In a governance role for a Foreign Person/Entity</p> <p>Acting in a Management or Operation Role for a Foreign Person/Entity</p>
<p>**IF ANY BOX OTHER THAN "NOT APPLICABLE" IS CHECKED, SAGETECH AVIONICS VISITOR MUST CONTACT THE EXPORT COMPLIANCE OFFICER David Day, Chief Compliance Officer, email: david.day@sagetech.com, ph (623)523-2848.</p>	

Please email all Visitor forms and ID to Export Compliance: tony.dirks@sagetech.com and david.day@sagetech.com.

OFFICE USE: COMPLIANCE OFFICER(S) ONLY

Above Person/Entity was checked (attach Visual Compliance email) against the Federal Consolidated List on: _____	Initials: _____
Determination: <input type="checkbox"/> Not Listed <input type="checkbox"/> Listed: _____	Initials of Export Compliance Officer: _____