



VISITOR INSTRUCTIONS

Please arrive 10 minutes prior to your appointment to allow time for check-in.

All visitors must be registered internally with the Visitor Verification Form (see page 2) prior to their admittance at Flexfab LLC controlled facilities. Information on the form is required as part of Flexfab's compliance with United States government export control regulations.

Visitors must bring personal identity documents with them. Documents will be verified on premises. Identity documents must be originals; no copies. Proper forms of identification are listed below.

US CITIZENS AND PERMANENT RESIDENTS (US Persons):

You may pre-register by emailing your completed Visitor Verification Form at least two business days prior to your scheduled visit to ExportCompliance@flexfab.com.

Please **bring** one of the following forms of identification with you, 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)
- Certificate of US Citizenship (INS form N-560 or N-561)
- Certificate of Naturalizations (INS form N-550 or N-570)
- Certificate of Live Birth Abroad (FS-545 or DS-1350)
- Report of Live Birth Abroad (FS-240)

FOREIGN NATIONALS (Foreign Persons):

You must pre-register by emailing your completed Visitor Verification Form at least three business days prior to your scheduled visit to ExportCompliance@flexfab.com.

Please **bring** (original documents; no copies will be accepted):

- Valid Citizen Country Passport (REQUIRED: Unexpired/with I-551 stamp, if applicable)

GENERAL VISITOR PROTOCOL:

Upon arrival, Flexfab personnel will verify visitors personal identity documents (must be originals).

Visitors who are unable to provide proof of US Person status shall be administered as a Foreign Person with associated restrictions.

Visitors will receive a badge upon arrival and must wear the badge in a visible manner at all times. Visitors are required to sign in and out of the Visitors Log each day of their visit. Please return the visitor badge and sign out of the Visitor Log on your way out each day.

Visitors are prohibited from using phones, laptops, iPads, or other devices to take photos or video (unless expressly permitted by Flexfab host/escort).

Visitors must not export, re-export, or transship any information except in accordance with U.S. export control laws.

Failure to comply with Flexfab's mandatory visitor protocol will result in restricted access to all Flexfab projects, facilities and personnel and may limit visitor admittance to the administration lobby and meeting room only.

INSTRUCTIONS FOR COMPLETING THE VISITOR VERIFICATION FORM (page 2):

VISITOR INFORMATION: ALL visitors must complete Section A. Please leave no blanks. If nonapplicable, enter "N/A".

VISITOR IDENTIFICATION: US Persons must complete Sections B and C.
Foreign Persons must complete Section D.

VISITOR AGREEMENT: All visitors must complete Section E. Read, print and sign.

FLEXFAB USE ONLY: This section is for use by Flexfab personnel only. Visitors should NOT complete this section.

IDENTIFICATION WITNESS: Upon visitor arrival at Flexfab facility, a Flexfab person must review and verify visitors' original identification document(s); Flexfab person will print name and sign as witness.

COMPLIANCE PERSONNEL: Flexfab compliance personnel shall review all information and approve or reject the visitation.

VISITOR VERIFICATION FORM

VALID IDENTIFICATION IS REQUIRED AND MUST BE PRESENTED ALONG WITH THIS FORM
COMPLETED IN ENTIRETY BEFORE ENTRY INTO ANY CONTROLLED FLEXFAB FACILITY

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

VISITOR INFORMATION			
Section A	Last Name (please print)	First Name (please print)	Middle Name (please print)
	Country of Citizenship	Country of Residence	Additional Country Citizenship(s)
	Employer	Company Represented	Date(s) of Visit (MM/DD/YY)
			to
	Purpose of Visit	Flexfab Hosts/Escorts (Names)	

VISITOR IDENTIFICATION			
Section B	U.S. Persons		▶ US Citizens ▶ US Legal Permanent Residents (Green Card holders)
			▶ Refugee or Asylee
			▶ Temporary Residents under specific amnesty provision of IRCA 1986
	ONE OF THE FOLLOWING FORMS OF IDENTIFICATION IS REQUIRED. PLEASE CHECK THE APPROPRIATE BOX.		
	Please bring the selected document(s) with you (originals only; no copies).		
	Unites States Passport (Unexpired)	Expiration Date: (MM/DD/YY)	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)
	Lawful Permanent Resident Green Card Holder (I-551 Form)	Expiration Date: (MM/DD/YY)	Certificate of Live Birth Abroad (FS-545 or DS-1350) Or Report of Birth Abroad (FS-240)
	Foreign National Granted Asylum in the U.S. (A protected individual as defined by 8 U.S.C. 1324b(a)(3))		Other Approved Documentation - PLEASE SPECIFY

Section C	Check all that apply (if none apply, check N/A):	N/A	Acting in Governance role for Foreign Person/Entity
	Acting on behalf of a Foreign Person/Entity		Acting in a Management/Operation role for Foreign Person/Entity
	Acting in furtherance of US Programs while Resident abroad		Working for a Company that is incorporated in a country other than the United States.

Section D	Foreign Persons		▶ Any natural person who is NOT a US Citizen, lawful permanent resident (Green Card holder), or a protected individual as defined by 8 U.S.C 1324b(s)(3).
	ONE OF THE FOLLOWING FORMS OF IDENTIFICATION IS REQUIRED. PLEASE CHECK THE APPROPRIATE BOX.		
	Please bring the selected identification document with you (original only; no copies).		
	Foreign Passport (Unexpired/with I-551 stamp, if applicable)	Expiration Date: (MM/DD/YY)	Other Approved Documentation - PLEASE SPECIFY

VISITOR AGREEMENT		
Section E	In consideration of my admission to a controlled Flexfab facility:	
	1) I will present my original identification document(s) when I arrive at Flexfab. 2) I will wear the Flexfab visitor badge at all times, in a visible manner. 3) I will not use any device to take a picture/photo or video at any time in the Flexfab facilities; except as may be required under federal law. 4) I will not export, re-export, or transship any information except in accordance with U.S federal regulations.	
VISITOR	Name (print): Signature:	Date: MM/DD/YY

FLEXFAB USE ONLY			
Section F	IDENTIFICATION WITNESS	Name (print): Signature:	Date: MM/DD/YY
	COMPLIANCE PERSONNEL	Visit Approved Visit Denied; for following reason(s):	Badge: Red Yellow Initials: _____