



NON-EMPLOYEE BADGE REQUEST

Sponsor Instructions and Definitions

Badge Requests must be received in the Badge Office five days prior to the start of the assignment. Non-Employee must obtain their new badge within 6 months of submitting this request or the request will be canceled and new paperwork will be required. This form will be returned to the requester if not completed in its entirety (electronically or hand written).

1. Citizenship - Export Control Compliance Verification

Verification of original proof of citizenship (i.e., birth certificate or passport) documentation is required at the time of badging. Not required for those with clearance or security exemptions. Refer to [BPI-3865](#) for more information.

2. E-mail address required for all requests. May be company or personal e-mail (No Group E-mail)

3. Authorization Regarding Use of Consumer Reports - Required unless prior exemption granted by Security

Signature must be hand or digitally signed. For Non-Employees, please see the Help With Non-Boeing Signatures for how to create a Digital ID.

4. Non-Employee SecureBadge

Issued to non-employees who have a requirement to be on Boeing property on a regular basis for a period of one month or more. SecureBadges for U.S. Persons may be valid up to three years, or to the end of the contract (not to exceed three years). SecureBadges for Non-U.S. Persons may be valid for up to one year. Badge holders are renewed upon agreement with the sponsor. Note: All badge changes (name, site, citizenship, etc.) made after the initial issue be requested by memo or email from sponsor. All SecureBadges require a BEMSID provided by the sponsor. It is the responsibility of the badge sponsor to assign BEMSIDs using the Non-Boeing Administration Registry ([N-BAR](#)) if the non-employee does not have a BEMSID currently. Questions regarding BEMSIDs and [NBAR](#) may be directed to the Enterprise Help Desk at 425-234-0911. For badge renewals, check with your local badge office regarding applicable site renewal process.

5. Temporary/Visitor Badge

Requested by a Boeing manager for short term visits not to exceed 30 days.

6. Smart Chip - Required for SecureBadge

A Smart Chip is used for access to Boeing computing systems. If uncertain whether Smart Chip is required please mark "No".

7. Employer or Company Represented - if not filled out, Badge Request will be rejected

The company name on the badge is the company by which the individual is employed or paid. For example, if the individual is employed (paid) by "ABC Company", but representing "XYZ Company", they would be badged under "ABC Company". Do not use abbreviations in the company name.

8. Country of Incorporation - if not filled out Badge Request will be rejected

Country where the Employer & Company Represented are located or incorporated. If a Non-U.S. person represents a Non-U.S. entity please indicate.

9. Relationship - if not filled out, Badge Request will be rejected

Supplier (reference PRO-9, POL-1)	Government	Purchased Services (reference PRO 6608, PRO 5213)
<p>(1) Production Supplier: Personnel providing products and technical support to Boeing in connection with Production/Post-Production contracts or government-furnished equipment. All Production/Post-Production supplier badge requests must be approved and sponsored by a Supplier Management /BCA Supply Chain Manager.</p> <p>(2) Non-Production Supplier: Personnel providing products and technical support to Boeing in connection with Non-Production Goods & Services (Indirect Supply Chain) contracts.</p>	Personnel on-site directly employed by the U.S. Government. Example: USAF, Navair. Includes all domestic Law Enforcement, Fire Department. Does not include contractors Or sub-contractors to the U.S. Government.	A type of contingent labor wherein specialized engineering or technical services are obtained from an outside company specifically to be used by or incorporated into a product or service marketed, sold, leased or otherwise distributed by Boeing; and the day-to-day performance of the employees performing the services is managed by Boeing. Purchased services are procured by Supplier Management via a purchase contract, and may also apply to non-production products and services. Generally, the supplier of purchased services is also the supplier of the product or service to which the service applies.
Construction	Customer Airlines	Individual Consultant
Personnel on-site to support Construction Management projects.	Persons who are a direct employee of an airline.	Persons who have a signed <i>Individual Consultant Agreement</i> with Boeing. Consultant agreement number and expiration date are required.
Service	Visitor	Other
Personnel engaged in servicing vending machines, company utilities, machinery, equipment, or facilities. This includes cafeteria and cleaning services personnel.	Personnel on site with business that cannot be disclosed. Used for special programs. Request must be approved by Program Security.	If this category is selected, the relationship, type of work, or reason for badge request is required.

10. DoD Clearance Indicator

In order to indicate a Department of Defense (DoD) security clearance on the badge, a current Visit Authorization Letter (VAL) from the non-employee's home organization must be on file at a Boeing Security Visitor Control Office. The expiration date on the badge will not exceed the earliest expiration date of the current VAL(s).

Government agents (as defined in Section 9, above) in possession of a current VAL, whose badges are being printed with a security clearance indicator as requested on the sponsor page of the NEBR, are not required to submit a Non-Employee Disclosure and Authorization Regarding Use of Consumer Reports.



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11. Escort Privilege

Allows a non-employee to escort others on Boeing property. Written justification is required; approval determined locally by security management. Escort Training required per [PRO-2777](#)

12. Export Controlled Data

Sponsoring managers must be aware of requirements from the Boeing export organization before assigning Non-US Persons to areas or systems where export-controlled information is accessible ([PRO-6630](#)). Export License and Technology Control Plans may be required depending upon the type of data and the individual's country of origin. If access to export controlled data is required, the sponsor should use [BPI-4606](#) to conduct an export evaluation to confirm if a license is or is not required.

13. Primary Work Location - Required Field

This is required for **BOTH** U.S. and Non-U.S. Persons working in the United States. See respective asterisks on form for requirements. **Note:** If in California, the California Non-Employee Disclosure and Authorization Regarding Use of Consumer Reports, must be reviewed for applicability.

14. Additional Facilities

Restricted facilities is defined as "Boeing facilities where, because of US Government requirements, Non-US Persons are not allowed unescorted access without Security concurrence."

Marked document(s) must use Enhanced Controls: Contains Sensitive Personal Information When Completed.

ENHANCED CONTROLS	
For this action	Use these controls
Sharing, Use, and Disclosure	Only share information with persons (Boeing and non Boeing) who are specifically authorized, who are under an appropriate confidentiality provision and have a requirement for knowledge of, access to, or possession of information to fulfill a Compliance Requirement or other duty, obligation, assignment, or business objective.
Physical Storage of Media and Hardcopy	Keep under your control, or locked in a secured container or secured area only accessible to authorized persons.
Printing, Plotting, Copying, Scanning	<ul style="list-style-type: none">• Retrieve information from imaging equipment promptly. · Telecommuters & virtual workers set home printer as the default printer.• Use secure print if available.
Mailing or Hand carrying, including Physical Transport, Shipping, Packaging, and Wrapping	<p><u>Mailing:</u> (Boeing and non Boeing): Use sealed opaque wrapper, addressed to authorized recipient, and return address.</p> <p><u>Hand carrying</u> (inside and outside Boeing): Keep under continuous control or place in secure storage when not attended by authorized person. When hand carrying involves transport outside Boeing controlled areas, wrap in opaque cover, or put in briefcase to protect from unauthorized view.</p>
Electronic Transmissions (E mail, file transfer, cell phones, portable, wireless devices, etc.)	<p><u>Email:</u> Use company approved encryption to send email, whether inside or outside the Boeing internal network, see the Enterprise Messaging how to encrypt email page.</p> <p><u>File transfer and data transmission:</u> Use Company provided encryption for file transfer whenever available. (e.g., SSH, PGP, Message Courier , etc. Do not use Telnet or FTP).</p> <p>Portable Devices & Wireless: Follow the guidance on the Approved Devices & Technologies for Transmitting Sensitive Information site.</p>
Disposal	<p><u>Hardcopy, Hardware, and Computing Media:</u> Place in approved destroy container at Boeing facility designated as appropriate for information requiring Enhanced Controls, or shred with cross cut shredder. Use approved methods to dispose of files and media, see Erasing Information on Media (Media Sanitization).</p>
Electronic Storage-Special Controls required for Highly Sensitive PII	<p>When completed, this form contains "highly-sensitive" PII and the following special controls apply (per "Privacy Plan for the Protection of Social Security Numbers and Other Information Subject to Data Breach Notification in the U.S.");</p> <p>Do not store on portable devices or removable media unless encrypted and for one of the following authorized purpose or back-up, archive, or when temporarily needed to electronically transmit. Immediately following transmission temp files should be disposed of using approved methods (see above, "Disposal"). When not in storage for back-up, archive transmittal, must be stored on and accessed from approved (as designated by the director of the organization maintaining the data) server shares in Boeing data centers.</p>



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Enhanced Controls: Contains Sensitive Personal Information When Completed

Non-Employee Page

Non-Employee: This form must be filled out completely by you - do not leave any area blank.

Badge Requests must be received in the Badge Office five days prior to the start of the assignment.

Non-Employee must report to Badge Office within 6 months of when the request is submitted or the request will be canceled and new paperwork required.

Have you been a direct employee of The Boeing Company within the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, enter BEMSID:
Have you ever had a photo badge issued to you by The Boeing Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had computing accounts with The Boeing Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

1. CITIZENSHIP - Verification and original proof of export status citizenship documentation required at time of initial badging. Contact your sponsor if you have any questions.

Country	Select One <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-US Person	Representing Non-U.S. Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Full Legal Name

Last	First	Full Middle - if none put NMN
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Preferred Name for Badge	Date of Birth	
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Fully list any other names used (first and last), including nicknames, name changes or assumed names.

HOME ADDRESS - P.O. Boxes are not acceptable

Street			
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City	State	Zip Code	Country
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Contact Phone	Alternate Contact Phone	2. Email Address (No Group Mailbox)
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EMPLOYER - full company name	COMPANY REPRESENTED - if other than employer
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ATTACHMENTS Required unless prior exemption granted

3. Is your NON-EMPLOYEE DISCLOSURE AND AUTHORIZATION REGARDING USE OF CONSUMER REPORTS form attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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CERTIFICATION STATEMENT

I hereby certify all the statements and answers set forth above are true and complete to the best of my knowledge.
I agree that while on Boeing property and/or acting on behalf of The Boeing Company I will comply with Boeing policies and procedures and also agree that I will not divulge or otherwise share Boeing information unless I am authorized to do so.

Signed By - NOTE: Digital signatures MUST use a DRAWN Signature! _____ Date: _____

Security Use Only

	Cleared Y/N	Initials	Date	Classified Visit Authorization Letter <input type="checkbox"/> Yes <input type="checkbox"/> No
BSB Name Clear				Clearance Level: _____
HireRight Order #: _____				Expiration Date: _____
HireRight Order Complete				Other Security Approvals
				Printed Name: _____
				Signature: _____
				Date: _____

Notes:



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Badge Requests must be received in the Badge Office five days prior to the start of the assignment.
Non-Employee must report to Badge Office within 6 months or the request will be canceled and new paperwork required.

Sponsor Page

4. Non-Employee SecureBadge					
Start Date: (mm/dd/yyyy)		Exp. Date: (mm/dd/yyyy)		<ul style="list-style-type: none">• Not to exceed length of contract or Classified Visit Request• Maximum - 3 years for U.S. Persons• Maximum - 1 year for Non-U.S. Persons• Production Suppliers Maximum - 1 year for U.S. and Non-U.S. Persons	
5. Non-Employee Temporary Badge					
Start Date: (mm/dd/yyyy)		Exp. Date: (mm/dd/yyyy)		<ul style="list-style-type: none">• Not to exceed 30 days• Check with local badge office for site requirements	
Non Employee Full Legal Name					
Last		First		Full Middle	
BEMSID - required for SecureBadge only		6. Smart Chip Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. EMPLOYER - full company name			8. Country of Employer		
Street		City		State	Zip Code
Company Represented - if different from employer			Country of Company Represented		
9. RELATIONSHIP (check one only- Refer to Instructions page for definitions of these relationships)					
<input type="checkbox"/> Production Supplier		<input type="checkbox"/> Purchased Services		<input type="checkbox"/> Construction	
<input type="checkbox"/> Non-Production Supplier		<input type="checkbox"/> Service		<input type="checkbox"/> Government	
<input type="checkbox"/> Individual Consultant - Agreement #:		<input type="checkbox"/> Visitor		<input type="checkbox"/> Customer Airlines	
				<input type="checkbox"/> Other: _____	
				Exp. Date (mm/dd/yyyy): _____	
10. DOD Clearance - requires current <i>Classified Visit Authorization Letter</i> (See instructions page for exemptions)					
<input type="checkbox"/> Government Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Not Applicable					
11. Escort Privileges Required		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - requires X37877 Form		Approval determined by local security management. Escort training Required per PRO-2777.	
12. ACCESS TO EXPORT CONTROLLED DATA -A badge grants access to Boeing facilities per Boeing internal policies. It does not grant access to export controlled technology. If the Boeing badge sponsor has any questions regarding a non-US Person non-Employee requiring access to technology or technical data, please use BPI-4606 to conduct an export evaluation to confirm if a license is or is not required					
CURRENT Technology Control Plan (TCP) ON FILE				<input type="checkbox"/> Yes <input type="checkbox"/> No - applies to Non-U.S. Persons only	
13. PRIMARY WORK LOCATION - required for *both U.S. and **Non-U.S. Persons					
*Country		*City:	*State:	**Bldg:	**Floor:
					**Column/Room:
14. Additional facilities to which access is requested, if applicable. Please select specific sites. Security concurrence required when requesting SecureBadge for Non-U.S. Persons at restricted facilities.		Boeing Sites: <i>Hold ctrl to select multiple</i> Anchorage, AK Elmendorf AFB, AK Fairbanks, AK Fort Greeley, AK		Selected Sites	
DAYS AND HOURS REQUESTED					
<input type="checkbox"/> Mon - Fri		<input type="checkbox"/> Sat	<input type="checkbox"/> Sun	<input type="checkbox"/> Holidays	<input type="checkbox"/> Other: _____
		Hours: _____		AM	PM
MANAGER SPONSOR RESPONSIBILITY STATEMENT					
<p>As the authorizing manager sponsor requesting a Non-Employee badge and BEMSID (assigned through the Non-Boeing Administration Registry-- N-BAR), agree to inform the Non-Employee of company rules and regulations for which access has been granted. I have gained any and all required permissions and consent necessary for The Boeing Company to use and retain this personal information for current and future Trade Control compliance determinations. Should there be any limitation or prohibition of the use or retention of this information, The Boeing Company expects to be notified of such impacts to the intended uses of the personal information. Boeing reserves the right to deny or rescind a badge at any time. Loss or misuse of the Boeing Non-Employee badge will be immediately reported to Security. I will obtain Security concurrence when requesting a badge for Non-U.S. Persons at restricted facilities.</p>					
Manager's Signature	Click below to digitally sign				Date: _____
BEMSID	Manager Printed Name				Phone
BEMSID	Contact Printed Name - if different from Sponsor				Phone



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Disclosure:

I understand that The Boeing Company ("Boeing") may obtain a Consumer Report / Investigative Consumer Report regarding me for purposes of determining my suitability for employment with and/or access to Boeing (e.g., people, property, product, or information). A consumer report is a communication by a consumer reporting agency that bears on a consumer's character and general reputation; and may include, but is not limited to, a credit check; employment verification and reference check; an academic verification and reference check; a military service verification check; and a criminal background check.

Authorization:

I understand and authorize Boeing to procure a consumer report from HireRight, Inc. ("HireRight"), and I authorize HireRight, and its agents, to retrieve necessary information and prepare such consumer report. (Note: California applicants: additional information regarding use of credit reports will be provided to you, if applicable). Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

I understand and agree that this consumer report may compile information to determine my suitability for employment with and/or access to Boeing (e.g., people, property, product, or information). I understand and authorize that some or all of this information about me may be transmitted electronically.

I understand and agree that this consumer report will be prepared, summarizing information from government and law enforcement agencies at the federal, state, county and municipal levels, former academic institutions or employers relating to my past activities. I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, credit checks, verification of education and employment and criminal background information.

Further, I understand that if I am hired by Boeing, at any time during my employment, unless prohibited by applicable law, Boeing may obtain a consumer report for the purpose of supporting internal investigations where there is suspicion of wrongdoing or misconduct; or to promote, reassign, or retain me as an employee. Applicants and employees in California shall receive notice and the opportunity to provide consent any time a consumer report is sought for employment purposes other than suspicion of wrongdoing or misconduct.

Per the Fair Credit Reporting Act and for applicants applying to jobs in the State of California under section 1786.22 of the California Civil Code I understand that I may request a copy of any report that is prepared regarding me and A Summary of Your Rights under the Fair Credit Reporting Act. I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand that I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by another person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

☐ Please check here if you want to receive a copy of the consumer report concerning you, as obtained by Boeing. In accordance with the above disclosure, I hereby authorize Boeing to obtain a consumer report or similar information regarding me to the extent necessary to evaluate my suitability for employment with and/or access to Boeing (e.g., people, property, product, or information). I hereby certify all the statements and answers set forth on my application materials are true and complete. I am willing to allow a photocopy, electronic copy, or facsimile copy of this authorization to be accepted with the same effect as if it were an original.

Signed By - NOTE: Digital signatures MUST use a DRAWN Signature!

Date