

## REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S)

REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES  
(SEND ORIGINAL TO IAAO) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO IAAO)\*

☐ VISITOR (3 days or less) ☐ CONFERENCE ATTENDEE (5 days or less) ☐ GUEST (more than 3 days)

FULL NAME			DATE OF BIRTH		
First	Middle	Last	Month	Day	Year
PLACE OF BIRTH			PASSPORT		
City	Country	Number	Issuing Country		
TITLE/POSITION		EMAIL	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		
EMPLOYER/SPONSOR			TELEPHONE		
ADDRESS					
CITIZENSHIP		COUNTRIES OF DUAL CITIZENSHIP (If applicable)			
COUNTRY OF RESIDENCE		U. S. PERMANENT RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE(S) OF VISIT					
NIST HOST(S) (Name, extension, e-mail)			ORGANIZATIONAL CODE NUMBER		
REASON FOR VISIT OR TITLE OF LECTURE(S)					
ROOMS/BUILDINGS TO BE UTILIZED					
REPORT PREPARED BY		TELEPHONE EXTENSION		DATE	
FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)					
LECTURERS ONLY - GIVE BRIEF BIOGRAPHY					
LECTURE FEE \$		TRAVEL \$		PER DIEM \$	
RESPONSIBLE TECHNICAL STAFF MEMBER		TELEPHONE EXTENSION		ORGANIZATIONAL CODE NUMBER	
DIVISION CHIEF (NAME AND SIGNATURE)		DATE			
APPROVED - INTERNATIONAL AND ACADEMIC AFFAIRS OFFICE (NAME AND SIGNATURE)		DATE			

\*BOULDER DISTRIBUTION: Original to Security; Copy to Group and IAAO (Mail Stop 1090)