

Guide to completing the NIH Foreign Visitor Data Request Form

Step 1: Identify the individual(s) who will be visiting an NIH facility. Determine if the individual(s) is a citizen of a designated country or state sponsor of terrorism as identified on the U.S. Department of State website. <https://www.state.gov/state-sponsors-of-terrorism/>.

Step 2: If the individual(s) you are hosting is from a designated country or state sponsor of terrorism, you must fill out and submit a completed [NIH Foreign Visitor Data Request Form](#) to the NIH Police **at least 10 business days prior to the visit**. A direct link to the [NIH Foreign Visitor Data Request Form](#) is <https://go.usa.gov/xycKT>.

Step 3: Contact the individual(s) who will be visiting and obtain the following information to complete the VISITOR INFORMATION section of the form:

- Full Legal Name (First, Middle, Last)
- Country of Citizenship
- Country of Passport Issuance
- Visa Number (if applicable)
- Phone Number
- Date of Birth
- Issuance Date (MM/DD/YYYY)
- Visitor's Organization / Employer Information
- Email Address
- Passport/Visa Type
- Expiration date (MM/DD/YYYY)
- Gender
- Passport Number

Step 4: Provide the following information to complete the VISIT INFORMATION section of the form:

- Identify whether the individual will be visiting the NIH for a single visit or multiple visits.
- A "single visit" is defined as requiring access to an NIH facility for one day in a 12-month calendar year.
- "Multiple visits" is defined as requiring access to an NIH facility on successive or separate days within a 12-month calendar year.
- Identify the date(s) of the visit(s).
- State the purpose or reason for the visit(s)
- Identify the buildings to be visited
- Identify the rooms to be visited
- Identify whether the individual will be accessing critical infrastructure
- Identify whether the individual will be visiting any FDA laboratories

Step 5: Provide the following information to complete the HOST/ESCORT INFORMATION section of the form. The host will be the designated contact for the NIH Police to communicate with regarding approval or disapproval of the request as well as any concerns surrounding the visit(s).

- Host name (First and Last)
- Host title (Program Manager, etc.)
- Host work address
- Host phone number
- Host email address
- Name of the Escort for the visitor if different than the Host
- Any additional information to assist with processing the visit request

Step 6: Please submit the completed form via **encrypted email** to DPdesignatedcountries@mail.nih.gov or FAX: 301-451-8488 - Attention Guard Force Operations Branch.

Step 7: NIH Police will notify the host of approvals or denials at least 72 hours in advance of the individual's arrival.



NIH FOREIGN VISITOR DATA REQUEST FORM
State Department Designated State Sponsors of Terrorism
<https://www.state.gov/j/ct/list/c14151.htm>

VISITOR INFORMATION

Name (First, Middle, Last): _____

Date of Submission: _____

Phone Number(s): _____

Email Address: _____

Gender: _____

Country of Citizenship: _____

Date of Birth (MM/DD/YYYY): _____

Passport / Visa Type: _____

Passport Number: _____

Country of Issuance: _____

Issuance Date (MM/DD/YYYY): _____

Expiration Date (MM/DD/YYYY): _____

Visa Number (If applicable): _____

Visitor's Organization/Employer: _____

VISIT INFORMATION

Single or Multiple Visit Request: _____

Date(s) of Visit(s): _____

Purpose of Visit(s): _____

Building(s) to be Visited: _____

Room(s) to be Visited: _____

Will Critical Infrastructure be Visited? _____

Will FDA Laboratories be Visited? _____

HOST/ESCORT INFORMATION

Host Name: _____

Host Title: _____

Host Work Address: _____

Host Phone Number: _____

Host Email: _____

Escort Name (if different than host): _____

Additional Information (if any): _____

The completed document should be sent via encrypted email to
Dpdesignatedcountries@mail.nih.gov or faxed to
301-451-8488 - Attention: Guard Force Operations Branch
to protect the Personally Identifiable Information captured on this form.