

**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)

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

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