



GFDL Building Access Request

Welcome to NOAA's Geophysical Fluid Dynamics Laboratory.



All access to GFDL facilities requires a GFDL government host/sponsor.

- Foreign nationals wishing short-term access (5 days or less) may skip to Part II of this form. You and your host should complete Part III and submit to Operations, who will sign you in and issue you a temporary badge each day that you must display at all times. Your sponsor is responsible for escorting you during your visit.
- For all long-term access, complete Part I of this form and put your name at the top of subsequent pages. Non-US-citizens must also complete Part II. In addition, you must read, and agree to comply with, the GFDL Building Access Policy (<http://www.gfdl.noaa.gov/internal/>). Submit the form to your host/sponsor. Note that all access privileges/badges are for your exclusive use and are subject to semi-annual justification by your sponsor and approval by GFDL Management. If your request is approved, you may be asked to supply a photo (or we can take one) for ID purposes. You may also be asked to submit an updated form periodically.

PART I: Long-Term Visitor Information

Name _____
(First) (MI) (Last)

Are you a United States Citizen? Yes No (If "No", please complete Part II of this form)

Home Information

Address:

(Street) (City) (State) (Country) (Zip)

Phone # _____ - _____ - _____ E-Mail: _____

Check if you do not want this info shown in the internal GFDL directory: Address Phone Email Photo

Would you like your photo posted on GFDL's external web pages? Yes No

Business Information

AOS / Sayre Hall Office No. _____

Other than Sayre Hall:

(Company/Institution)

(Street) (City) (State) (Country) (Zip)

Phone # _____ - _____ - _____ Fax #: _____ - _____ - _____

E-Mail: _____

Affiliation

Please circle one of the following:

- | | | | |
|---------------|-------------------------------------|----------------------|------------------|
| GFDL Employee | GFDL Collaborator | GFDL Student Intern | GFDL Contractor |
| AOS Employee | AOS Visiting Scientist or Post-Doc | AOS Graduate Student | AOS Collaborator |
| UCAR Employee | UCAR Visiting Scientist or Post-Doc | | |

Other (explain): _____

How long do you expect to need access? _____

Are you requesting access to the Computer Room? Yes No (For vendors and maintenance personnel)

I have read, and agree to comply with, the GFDL's Building Access Policy.

(Signature) (Date)

GFDL Building Access Request (page 2 of 3)

Name _____

(First)

(MI)

(Last)

PART II: Foreign National Information

Country Information

Country of Birth: _____

Date of Birth: _____ / _____ / _____
Month Day Year

Current Residence: _____

Current Citizenship: _____

Passport Number: _____

PART III: Justification and Sponsorship

Requested Dates of Access: From _____ / _____ / _____
Month Day Year

To _____ / _____ / _____
Month Day Year

Purpose of Visit / Justification for Access to GFDL Facilities:

Government Host/Sponsor

Printed Name

Position / Title

Signature

Date

Sponsor's Bureau (Organization) And Address: Department of Commerce
National Oceanic and Atmospheric Administration
Office of Oceanic and Atmospheric Research
Geophysical Fluid Dynamics Laboratory
Princeton University, Forrestal Campus
P.O. Box 308
201 Forrestal Road
Princeton, NJ 08542

Tel: (609) 452-6500
Fax: (609) 987-5070

GFDL Building Access Request (page 3 of 3)

Name _____ (First) (MI) (Last)
--

<u>PART IV: Approvals</u> (Required for Long-Term Access Requests only)		
GFDL Administrative Officer	_____	_____
	(Signature)	(Date)
GFDL Director's Office	_____	_____
	(Signature)	(Date)

***** Return this completed form with all required signatures to the Operations Manager, Room 163.**

<u>For Operations Use Only:</u>
Date Registered - _____
Database Entry Completed: _____ / _____ / _____
Temporary Badge # _____