

Instructions for Visitors to CDC Atlanta on May 19, 2017

Public Health Ethics Forum at the CDC

ALL guests will be required to complete a security clearance request form. The processing time for **U.S. citizens is 3 business days** (Attachment A- U.S. Citizen Access Request Form) and **non-US citizens is 10 full business days** (Attachment B-Non-U.S. Citizen Access Request Form).

All visitors must bring government-issued photo identification. Please have one of the following:

- Valid U.S. driver's license,
- Valid Passport, or
- Valid state issued photo identification card.

Special Instructions for non-U.S. citizens

All non-U.S. citizens, regardless of status (i.e., Permanent Resident), physically visiting government facilities are required to go through a vetting process. Below are three steps for clearance:

Step 1 – Contact Sheneta Green Marchet at (770) 488-8189 or e-mail: xyd8@cdc.gov to identify yourself as a non-U.S. citizen.

Step 2 – Gather the following documentation:

- Passport
- Form I-94 (US Customs and Border Protection Arrival/Departure Form)
- Visa (not applicable for short term visitors from visa waiver countries)
- Form I-20 (Certificate of Eligibility for Non-immigrant students)

Step 3 – Complete the Non-U.S. Citizen Access Request Form (Attachment B) **and** Step 2 (Gather Documentation).

Note: You have two options for submitting information:

Option A After CDC is notified of your Non-US Citizen status, you will receive an e-mail with a web link which will collect information similar to Attachment B (Non US- Citizen Access Request Form); **or**

Option B Complete Attachment B (Non US- Citizen Access Request Form) and email the document to cdcsecurit@cdc.gov

NOTICE: Clearance takes approximately 10-business days **only** after completing Step 3 information.

Attachment A

U.S. Citizen Access Request Form

Submit this form to CDC Physical Security – Phone: (404) 639-3175

NO LATER THAN 3 FULL-BUSINESS DAYS IN ADVANCE OF INTENDED VISIT FOR U.S. CITIZENS,
Send to: cdcsecurit@cdc.gov

1. **Visitor's Full Name(s):**
2. **U.S. Citizen? (Yes or No):**
3. **Date and Time of Visit:** May 19 2017 8:00am-3:30pm, Eastern Time (ET)
4. **Campus/Bldg./Room Visited:** Roybal/GCC 19/Aud. B.
5. **Entry Point of Visitor:** Sheneta Green Marchet
6. **CDC Point of Contact and Phone Number:** xyd8@cdc.gov | O:(770)488-8094 | BB:(470)786-2964
7. **Point of Contact's Campus, Building, and Room:** University Park, Columbia, Room 1038
8. **Escort Name and Contact Number:** Sheneta Green Marchet xyd8@cdc.gov | O:(770)488-8094 | BB:(470)786-2964
9. **Purpose of Visit:** Attending the 2017 Public Health Ethics Forum 10. **Lab Access:** No

Non-U.S. Citizen Access Request Form

Submit this form to CDC Physical Security (404) 639-3175

NO LATER THAN 10 FULL-BUSINESS DAYS IN ADVANCE OF INTENDED VISIT FOR NON-US CITIZENS, Send to: cdcsecurit@cdc.gov.

Visitor Details

Basics

1. First Name:
2. Middle Name:
3. Last Name:
4. Gender:
5. Birthplace
6. Date of Birth:
7. City/Municipality of Birth:
8. Country of Birth:
9. State/Province of Birth:

Residence

1. Home Address:
2. Home Phone Country Code:

Organization Affiliation

1. Visitor's Organization Name:
2. Position within the Organization:
3. Visitor's Organization Address:
4. Phone Country Code:
5. Phone Number:

Travel Documentation

Passport Information

1. Country of Citizenship:
2. Passport Number:
3. Issue Date:
4. Expiration Date:

Visa/Permanent Resident Card/ Employee Authorization Document Information

1. Document Type:
2. Visa Class:
3. Control Number:
4. Issue Date:
5. Expiration Date: