



CUI\\PRVCY (When completed)  
Submit form at least two weeks  
before badge start date.

**Sandia DISS Code: 14213**

**Visitor's Information**

Rank: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

SSAN/DOB: \_\_\_\_\_ / \_\_\_\_\_

Birth Country/City/State: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

U.S. Citizen? (Yes/No) \_\_\_\_\_

Clearance Level/CNWDI Date: \_\_\_\_\_ / \_\_\_\_\_

Organization: \_\_\_\_\_

Date information submitted into DISS:

**Meeting/Class Information**

Visit or Class Start Date: \_\_\_\_\_

Visit or Class End Date: \_\_\_\_\_

Classification Level of Meeting or /Class: \_\_\_\_\_

Meeting or Class POC: \_\_\_\_\_

Justification/Purpose:

[Empty text box for Justification/Purpose]

**Visitor's Contact Information**

Visitor's Business Telephone #: (\_\_\_\_) \_\_\_\_\_

Visitor's Business Email Address: \_\_\_\_\_

Security Office POC Telephone: (\_\_\_\_) \_\_\_\_\_

Security Office POC: E-Mail Address: \_\_\_\_\_

When the visit request is submitted into DISS, fax or e-mail this form to:

Fax - 505-844-3377 / ML Registration E-Mail: [ml\\_tr@sandia.gov](mailto:ml_tr@sandia.gov)

For questions, call Jessica  
Martinez, 505-845-8827

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Forms are destroyed after visit/class

CUI//PRVCY/Limited Dissemination Control  
Summary of 5 USC 552a(b) (Basic): Prohibits agencies from disclosing personal information without prior written consent from the person to whom the record or information pertains, unless disclosure is permitted by the statute.  
Summary of OMB Circular A-130 (Basic): Limit the creation, collection, use, processing, storage, maintenance, dissemination, and disclosure of PII to that which is legally authorized, relevant, and reasonably deemed necessary for the proper performance of agency functions.  
Summary of OMB M-17-12 (Basic): Any information related to a PII breach.