



CUI //SP-SPII

# VISITOR BACKGROUND CHECK



For all Background Checks, **allow 3 working days for processing** prior to visitor arrival

Date: \_\_\_\_\_

NBAF Sponsor Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

**TYPE ONLY** in the table below (handwritten forms will NOT be accepted)

Name (Last, First, Middle)	US Citizen (Y/N)	Country Of Origin	Company or Agency	Date of Birth (mm/dd/yyyy)	Driver License Number Or U.S. Passport Number	Driver's License Issue State	Driver License or Passport Expiration	Telephone Number

**Once completed please e-mail this document to: [NBAFSecurity@usda.gov](mailto:NBAFSecurity@usda.gov)**

For your personal security, please **DO NOT** send personally identifiable information (the information contained within this document) to any other e-mail address. You should password protect and encrypt this form when returning it to NBAF and send the password in a separate email.

**To password protect this document, follow the instructions below:**

**FOR PC:** Select **File** tab, then select **Protect Using Password**; select **Viewing**; create a **Password**; reenter the **Password** to verify, and click on **Apply**.

**FOR MAC:** Select **File** tab, then select **Export**, and click on **Encrypt**; create a **Password**; reenter the **Password** to verify, then click **Save**.

*For your personal security this form will be destroyed immediately upon completion of access request process.*

**For questions or concerns, please contact NBAF Security at (785) 712- 3093**

### PRIVACY ACT STATEMENT

The Privacy Act, 552a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. The collection of this information is authorized by EO 9397, 6 USC 341, 44 USC 3101, and EO 12958. Provision of the information concerning foreign visits is mandatory under the provisions of EO 12958. Failure to provide it may impact planned visits. Use of this information is for internal purposes to facilitate visitor processing.

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When filled out, this document contains sensitive information exempt from mandatory disclosure under the Freedom of Information act, 5 U.S.C. 552 (b)(2). Do not release without prior approval by USDA.