**MAGLAB/NHMFL VISITOR QUESTIONNAIRE**

Please type out answers and complete separate questionnaire for **each** visitor

**TO AVOID DELAYS IN APPROVAL, ANSWER ALL QUESTIONS AND DO NOT USE ACRONYMS**

**DO NOT LEAVE ANY QUESTIONS UNANSWERED (use N/A when appropriate)**

**PLEASE INCLUDE A COPY OF YOUR RESUME AND/OR CV, PASSPORT, AND SCHOOL**

**TRANSCRIPTS (IF STUDENT); SEND VIA https://transfer.lanl.gov**

|  |  |
| --- | --- |
| **NAME** as it appears on your passport or SS card (Last, First, Middle) |  |
| **CURRENT E-MAIL ADDRESS** |  |
| **DATE OF BIRTH** (MM/DD/YYYY) |  |
| **PLACE OF BIRTH** (City, Province, Country) |  |
| **COUNTRY OF CITIZENSHIP** (Primary, Secondary/Dual) |  |
| **US SOCIAL SECURITY NUMBER**, if applicable |  |
| **GENDER** (Male or Female) |  |
| **CURRENT POSITION/TITLE** |  |
| **CURRENT DISCIPLINE OR AREA OF EXPERTISE** |  |
| **CURRENT COMPLETE HOME ADDRESS** (Street, City, State/Provence, Country) |  |
| **CURRENT TELEPHONE NUMBER** |  |
| **CURRENT EMPLOYER NAME (OR UNIVERSITY) AND AFFILIATION** (example: professor or student) |  |
|  **CURRENT EMPLOYER COMPLETE ADDRESS** (Street, City, State/Provence, Country) |  |
|  **CURRENT EMPLOYER DAYTIME TELEPHONE NUMBER** |  |
| **PREVIOUS EMPLOYER OR UNIVERSITY/INSTITUTION AND AFFILIATION** |  |
|  **PREVIOUS EMPLOYER/UNIVERSITY/INSTITUTION COMPLETE ADDRESS**  |  |
|  **PREVIOUS EMPLOYER/UNIVERSITY/INSTITUTION DAYTIME TELEHONE NUMBER** |  |
| **PASSPORT NUMBER** |  |
|  **PASSPORT EXPIRATION DATE** (MM/DD/YYYY) |  |
| **EXPECTED ARRIVAL DATE AT LANL** |  |
| **EXPECTED DEPARTURE DATE FROM LANL** |  |
| **DESCRIPTION OF PURPOSE OF VISIT TO LANL** IF GIVING A PRESENTATION, PROVIDE ABSTRACT UNDER SEPARATE COVER |  |
| **LANL HOST OR CONTACT NAME** |  |
| **ARE YOU BRINGING YOUR OWN PERSONAL LAPTOP TO LANL**? If so, please provide: Manufacturer, Model, Serial No. |  |
| **HAVE YOU EVER PREVIOUSLY VISITED/WORKED AT LANL?** If so, provide Z# (if known), dates and group |  |
| **ALL Documents must be sent via**[**https://transfer.lanl.gov**](https://transfer.lanl.gov/)**DO NOT SEND VIA EMAIL.****Required documents for badge processing**1. **Resume or CV, including dates at each university or employer.**
2. **If you are a student please also send a copy of your school transcripts.**
3. **If applicable, legible copy, front and back of PRA (Green Card)**
4. **A copy of your proof of COVID Vaccination card**
 | **Instructions:**1. Go to [https://transfer.lanl.gov](https://transfer.lanl.gov/)
2. For recipients: salmeida@lanl.gov
3. Ensure that the name for 'sender' matches the name you supplied on this form
4. Give your files meaningful names, such as "Bob\_Johnson\_University\_Transcript.pdf"
5. Follow the instructions at transfer.lanl.gov
 |