

OFFICIAL USE ONLY**Notification of Unofficial
Foreign Travel to a Sensitive Country****Instructions:** This form is to be used by:

- All Sandia employees (regardless of whether they hold a DOE clearance) or
- Anyone (e.g., contractor, consultant, retiree) who currently holds a DOE security clearance or has held such a clearance within the last 5 years

This form shall be completed and returned to SNL/NM's Foreign Interactions Office, MS 0891, fax 845-7176, (fortravel@sandia.gov) 30 days prior to the proposed travel, which is required by the Office of Counterintelligence. Questions can be directed to the appropriate Foreign Travel Coordinator (SNL/NM at 844-2025).

*Note: The completion of this form may reveal sensitive **personal** information that may be subject to public access.
Please use appropriate precautions to protect the information*

Section I. Traveler Information			
Name (Last, First, Middle) (Enter your complete name. If no middle name, indicate NMN)			Social Security Number
Birth Date (MM-DD-YYYY)	Birthplace (City, State, Country)		Citizenship (if dual list both)
DOE Facility (e.g., Sandia National Laboratories)		<input type="checkbox"/> DOE <input type="checkbox"/> Contractor <input type="checkbox"/> University <input type="checkbox"/> Other (specify)	
Employment Address (Including Organization Number, Organization Name, and Mail Stop)			
Business Telephone () Fax ()		Home Telephone () E-mail	
Position Title and Field of Expertise			
Indicate whether a DOE security clearance currently is held or has been held within the last 5 years <input type="checkbox"/> Yes <input type="checkbox"/> No			
Q	L	None	
Section II. Travel Information			
Purpose of Travel: <input type="checkbox"/> Vacation/Tour <input type="checkbox"/> Adoption <input type="checkbox"/> Other Non-DOE Business (explain)			
Will you attend and/or present information at a business conference while on vacation? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, please contact the Foreign Travel Office with details.			
Place of Departure (City, State, Country)			Date of Departure (MM-DD-YYYY)
Place of Return (City, State, Country)			Date of Return ((MM-DD-YYYY)
Please list only the city/country that will be visited on the DOE Sensitive Country List			
Itinerary #	Destination (City, Country)	Arrival (MM-DD-YYYY)	Departure (MM-DD-YYYY)
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For a complete list of the DOE Sensitive Countries, please contact the Foreign Interactions Office.

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