

PRIVACY ACT STATEMENT

NRC Form 277

Request for Visit

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 277. This information is maintained in a system of records designated as NRC-39 and described at 77 *Federal Register* 67231 (November 8, 2012), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is located in the NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 42 U.S.C. 2011 *et seq.*; 42 U.S.C. 2165, 2201(i); 2201a, and 2284; 42 U.S.C. 5801 *et seq.*; Executive Order (E.O.) 9397; as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 12958, as amended by E.O. 13256; E.O. 13467; E.O. 13526; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR 731, 732, and authorities cited therein.
2. **PRINCIPAL PURPOSE(S):** To verify an individual's security clearance and level of access authorized during an official visit.
3. **ROUTINE USE(S):** Information may be used on a need-to-know basis by NRC officials, Hearing Examiners, Personnel Security Review Panel members, OPM, CIA and other Federal agencies to determine clearance or access authorization eligibility; to determine eligibility for access to NRC buildings or access to Federal automated information systems or data; to certify clearance or access authorization; to maintain the NRC personnel security program; and to provide licensees criminal history information needed for unescorted access or access to safeguards information determinations. Information may be disclosed in accordance with any of the Routine Uses listed in the Prefatory Statement of General Routine Uses, including to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate Federal, State, local and foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; or to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** : It is voluntary that you furnish the requested information, however, failure to provide the requested information may result in the denial of entrance and/or access to the agency or facility and the information to which access is requested. Failure to provide the Social Security number (SSN) may delay processing. The use of the SSN is necessary to verify clearance information because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by the SSN.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.



REQUEST FOR VISIT

(Not to be used for temporary or permanent personnel assignments)

Estimated burden per response to comply with this mandatory information collection request: 10 minutes. This submittal is used to validate the level of access authorized during an official visit. Send comments regarding burden estimate to the FOIA, Privacy, and Information Collections Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to Infocollects.Resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0051), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

PART A

| | |
|---|------------------|
| To: Personnel Security Branch, DFS/ADM | Date |
| From (Requesting Office -- Branch Chief or Above) | Telephone Number |

CERTIFY PURPOSE/NEED FOR VISIT REQUEST

| | | |
|--|-----------------|-----------|
| SIGNATURE OF REQUESTING NRC OFFICIAL | TITLE | Date |
| NAME OF FACILITY(IES) TO BE VISITED | INCLUSIVE DATES | |
| | From | To |
| | | |
| Purpose of visit: | | |
| Visit Point of contact: | Telephone | Facsimile |
| Security Point of contact: | Telephone | Facsimile |
| Program/Level of access requested: | | |
| Prior arrangements: <input type="checkbox"/> have not been made or <input type="checkbox"/> have been made as follows: | | |

PART B

It is requested that the following person(s) be granted visit/access approval:

| LAST NAME, FIRST NAME, MIDDLE INITIAL | SOCIAL SECURITY NUMBER (9 digits) | U.S. CITIZEN | DATE OF BIRTH | PO BIRTH/ COUNTRY | Date mm/dd/yyyy TYPE OF CLEARANCE | Date mm/dd/yyyy TYPE OF INVESTIGATION |
|--|---|------------------------------|---------------------|----------------------|---|---|
| | | <input type="checkbox"/> YES | | | | |
| | | <input type="checkbox"/> YES | | | | |
| | | <input type="checkbox"/> YES | | | | |
| | | <input type="checkbox"/> YES | | | | |
| | | <input type="checkbox"/> YES | | | | |

| | | |
|-------------------------------------|-----------|------|
| Name/Title of NRC Security Official | Signature | Date |
|-------------------------------------|-----------|------|

PART C

Remarks: