

# DARPA Conference Center Visitor Requirements for Unclassified Meetings

Before individuals submit or transmit their personally identifiable information (PII) or other sensitive data to DARPA, it is recommended they apply appropriate physical, administrative, and technical protocols to safeguard their own privacy. Once DARPA receives PII or sensitive personal data, it secures it from unauthorized access, use or disclosure in a controlled, secure environment. All requests for PII are made under appropriate authority per the Privacy Act Statement disclosure below. Please read it carefully.

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. 301; 40 U.S.C. 1441; 41 C.F.R. 102-81.10 and 102-81.15; DoDD 1000.25; DoD 5200.1-R; DoDD 5200.27; DoDD 5205-07; DoDD 5230.20; DoD 5400.11-R; OMB Memorandum M-06-15; OMB Memorandum M-07-16; and E.O. 12977.

**PURPOSE:** Records of personally identifiable information (PII) are necessary to maintain the security of personnel, property, and equipment at a DARPA facility and are used only to determine and verify identity, eligibility, and/or status of individuals who have applied for, sought, been considered for, attempted, and/or obtained such access. Records of PII are also used to maintain control of badges issued for physical and logical access. DARPA neither owns nor maintains records or systems of record. The applicable DoD-wide system of records is the Joint Personnel Adjudication System (JPAS), and the applicable system of records notice (SORN) is DMDC12-DoD, available from the Defense Privacy and Civil Liberties Division (DPCLD) at <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570567/dmdc-12-dod/>.

**ROUTINE USES:** DoD "Blanket Routine Uses," consistent with the Privacy Act of 1974 (5 U.S.C. 522a), and at <http://dpclد.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/>, apply. Information will be used - and disclosed to - DARPA personnel, contractor employees, or other agents who require the information to determine if access to a DARPA facility or program should be granted. DARPA may also share the information with other government agencies as necessary to determine if adverse information exists on the individual seeking access to a DARPA facility or program.

**DISCLOSURE:** Furnishing this information (including your Passport information and Social Security Number if applicable) is voluntary; however, failure to furnish the requested information may delay or prevent your requested access to a DARPA facility or program.

## Visitor Data

Last Name:	First Name:	M.I.:
Current Nationality/Citizenship:		U.S. Social Security Number:
If you are a foreign national, provide your foreign passport number:		
If you are a permanent resident, provide your Permanent Resident Card number:		
Company/Organization/University ( <i>Name, Address, Phone Number</i> ):		
Name:		
Address 1:		
Address 2:		
City:	State:	Zip Code:
Business Phone:		

## Visit Information

Tech Office Sponsor:	DARPA PM Name:
Location of Meeting (i.e., DARPA Conference Room No.):	Date(s) of Visit:
Purpose of Visit (i.e., Name of meeting):	