

# BARCO U.S VISITOR SECURITY CLEARANCE

Barco U.S. facilities hold CTPAT (Customs Trade Partnership Against Terrorism) validations through the U.S. Customs and Border Protection Agency. Visitors to all Barco U.S facilities are required to present valid photo identification toward admittance. Visitors will be fully escorted while visiting the Barco U.S. facilities; also, you should be aware there are facility areas with restricted access. A review of the visitor policy will be made available during the facility introduction. Acceptable forms of ID include:

U.S. Driver's license, ID Card issued by a Governmental Agency, Passport, Barco photo ID badge (associate can be verified in Who is Who) and or ID Card issued by a United States Governmental Agency (e.g. U.S. Passport Card, NEXUS, SENTRI, etc...)

**-- THIS FORM SHOULD BE SUBMITTED ONE TIME ONLY TO PROVIDE VISITORS' INFORMATION OR TO UPDATE CURRENT VISITORS' RECORDS --**

Please complete all fields requested below unless indicated as optional.

<b>Section 1</b>	<b>VISITOR INFORMATION</b>	<b>Barco Host:</b>	<b>Arrival Date:</b>
		<b>Purpose of the visit:</b>	
Name and last name:		<b>Are you a U.S. Person?:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please indicate citizenship below	
City and country of residence (e.g. Atlanta/US):		<b>Citizenship:</b>	
Departure date:			
Company name:			
Emergency point of contact phone number for your safety (optional):			

<b>Section 2</b>	<b>VISITOR POLICY - SECURITY ACKNOWLEDGEMENT</b>		
In order to assure the safety and security of Company associates, its visitors, and its property and to insure that only authorized personnel have access to the Company facilities, the following policies have been adopted:			
All doors with exception to the front door in the lobby must be closed and locked at all times (this includes the bay doors in shipping/ receiving area.) All doors that are locked shall not be propped open to allow for re-entry. (Subject to disciplinary actions).			
All visitors must sign in and out at the main entrance or designated area and provide acceptable photo identification. Note: there are no exceptions to this (family members must also sign in and out).			
All visitors must be escorted and wear a visitor badge at all times.			
Anyone you do not recognize or anyone not wearing their badge should be challenged or reported to the Security Officer. All associates shall immediately notify the Security Officer when unknown persons are acting in a suspicious manner in or around the Barco facilities, or when keys, access cards, or identification badges are missing.			
Visitors are not allowed to take pictures in the facility unless it is approved by the Security Officer.			
All associates and non-associates are to comply with all safety rules, regulations, and policies while on company property or in Company vehicles.			
By signing this form, I confirm, I have received, read and understood Barco's visitor policy; and I certify that I'll comply with requirements state in this form.		<b>Visitor Signature:</b>	<b>Barco approval signature:</b>
			<b>Date:</b>

In compliance with Barco's security policy, all foreign visitors must be screened against the United States denied party lists prior to the date/time of the visit. Foreign persons shall not be permitted in any of the Barco U.S. facilities at any time other than normal workday working hours, unless controls have been established to prevent unauthorized access to restricted areas, or they are escorted by a U.S. Person, or by approval of the Security Officer. Completed forms shall be submitted to the compliance office for approval at [ITAR\\_CTPAT.NA@barco.com](mailto:ITAR_CTPAT.NA@barco.com).