



Protecting  
NASA's personnel,  
facilities, technology, and  
data is the responsibility  
of each NASA employee  
and contractor.

If you need additional information or support, contact the sponsor of the project you are supporting or the host of your visit.

National Aeronautics and Space Administration  
Office of Protective Services  
Foreign National Access Management  
NASA Headquarters  
300 E Street SW  
Washington, DC 20546

[www.nasa.gov](http://www.nasa.gov)

National Aeronautics and  
Space Administration



NASA OFFICE OF PROTECTIVE SERVICES  
FOREIGN NATIONAL ACCESS MANAGEMENT

## FOREIGN NATIONAL VISITOR AWARENESS

It is NASA policy to facilitate, authorize, and control all types of visits that result in granting access to NASA assets.







## **What Is a Visit?**

A visit occurs any time you meet with a NASA worker to promote the NASA mission, discuss NASA business, or discuss NASA information that is not available to the public.

Examples of visits include the following:

- Guided tour of the Center
- Research project
- NASA business meeting at a local coffee shop
- Technical discussion over the phone
- Presentation of a NASA project over the Internet

Visits may be short-term (less than 30 days) or long-term (30 days or more, or when logical access is required).

## **What Do I Need To Do Before I Visit?**

Prior to your visit, you will receive an e-mail with a link requesting that you provide the following information:

- Full legal name
- Date of birth
- Country of birth
- Citizenship(s)
- Copies of unexpired NASA-approved identity source documents (e.g., passport)
- Copy of visa information (only required for visits to a NASA center or facility)

Providing this information in advance of the visit can greatly reduce the time it takes for the visit to be approved.

On the first day of your visit, you will be required to provide two forms of identification, typically a passport and a visa, and to have your photo taken. Additionally, you may be required to provide fingerprints.



## **As a Visitor to NASA, What Is Expected of Me?**

As a visitor, you are expected to:

- Perform work and attend meetings that have been approved prior to your visit.
- Remain in the areas you have been approved to visit.
- Wear your visitor badge above your waist and display it clearly for the entirety of your visit.
- Follow all posted signs regarding restricted areas and permitted activities.
- Follow all Center-specific rules during your visit.

## **I Am Required To Have an Escort. What Is Expected of Me?**

In certain situations, you may be required to have an escort during your visit. In addition to the above expectations, you are expected to:

- Maintain appropriate contact with your escort at all times.
- If visiting as part of a group, remain with the group for the entire visit.