

## ACCESS REQUEST FORM – EXPORT CONTROLLED INFORMATION

### Instructions

Principal Investigators (PI) or Activity Directors who wish to share export controlled information with University employees, students or outside parties must complete this form for each individual/entity who requires access to the information (Receiving Party). Access is not authorized until the form is complete and authorization approved.

The Professor or Department chair must verify citizenship, review the Consolidated Screening List, and seek license approval from the Office of Export Controls, if necessary. Once access has been approved, the Receiving Party can access the export controlled information.

For more information on how to complete this form, please consult [exports@uw.edu](mailto:exports@uw.edu).

### Part I - Receiving Party and Type of Information

I, \_\_\_\_\_, the Professor or Department Chair for the activity or course listed below have determined that \_\_\_\_\_ requires access to the following export controlled information.

Activity or Course Title and Reference Number: \_\_\_\_\_

Information Description: \_\_\_\_\_

Export Categorization: \_\_\_\_\_

**Receiving Party is a:**  UW Employee  UW Student  Outside Entity/Individual

### Part II – U.S. Person Status of Receiving Party

US Citizen or Lawful Permanent Resident or Protected individual (8 U.S.C. 1324b(a)(3)).

Citizen of: \_\_\_\_\_

Verification (do not copy documents):

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_

### Part III - Consolidated Screening List Search

Search for the Receiving Party on the Consolidated Screening List: <https://www.trade.gov/data-visualization/csl-search>

Results: \_\_\_\_\_

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_

### Authorization

Completed by Office of Export Controls if information is ITAR controlled, or an export license exception or export license is required. Completed by PI or Activity Director if NLR, license exception does not apply, and information is not ITAR controlled.

No License Required (NLR) (PI may authorize access unless ITAR controlled)

License Exception Required (do not authorize access – send form to [exports@uw.edu](mailto:exports@uw.edu))

Export License Required (do not authorize access – send form to [exports@uw.edu](mailto:exports@uw.edu))

Verified by: \_\_\_\_\_ Signature \_\_\_\_\_