

**Nashville District Corps of Engineers  
Foreign National Pre-Bid Meeting Request Form**

**Foreign Nationals (FNs):** All non-U.S. Citizens, including permanent residents wishing to attend a pre-bid meeting for a Nashville District (LRN) contract must be approved in advance. FNs wishing to attend a pre-bid meeting or site visit shall submit a completed LRN FN Pre-Bid Meeting Request Form and legible color copies of two of the following documents: Passport (unexpired or expired), Certificate of U.S. Citizenship (INS Form N-560 04 N-561), Certificate of Naturalization (INS Form N-550 or N-570), unexpired foreign Passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization, an Alien Registration Receipt Card with photo (INS Form I-151 or I-551), unexpired Temporary Resident Card (INS Form I-688), unexpired Employment Authorization Card (INS Form I-688A), unexpired Reentry Permit (INS Form I-327), unexpired Refugee Travel Document (INS- Form I-571), or unexpired Employment Authorization Documentation issued by the INS which contains a photograph (INS Form I-688B) to the LRN POC for the pre-bid meeting who will forward the documents to the LRN Security Management Office (SM) mailbox (dll-celrn-sm@usace.army.mil) for approval. The documents must be submitted two (2) weeks prior to the meeting or site visit. FN requests require approval at the Headquarters U.S. Army Corps of Engineers (HQUSACE) level. Exceptions will be considered on a case by case basis but will be limited.

**Date the Request is Being Sent to LRN POC (mm/dd/yyyy)** \_\_\_\_\_

**Name of LRN POC:** \_\_\_\_\_

**FULL Name** \_\_\_\_\_  
(Last, Middle, First)

If you have only initials in your name, use them and state (IO). If you have no middle name, enter "NMN"  
If you are a "Jr.," "Sr.," "II," etc., indicate your status

**Date of Birth (mm/dd/yyyy)** \_\_\_\_\_ **Citizenship (Country)** \_\_\_\_\_

**Place of Birth (Town/Providence and Country)** \_\_\_\_\_

**Date(s) of the Requested Pre-Bid and/or Site Visit (mm/dd/yyyy)** \_\_\_\_\_

**Passport # (Include a scanned color copy)** \_\_\_\_\_

**VISA # (Include a scanned color copy)** \_\_\_\_\_

\*Unless the country of citizenship participates in the VISA Waiver Program (VWP). See attached list.

**Nashville District Corps of Engineers Security Office Contact Information:**

Tracy Dorrough, Security Technician, 615-736-7397

Jay Klinger, Security Specialist, 615-736-2185

Connie Hardeman, Security Manager, 615-736-5567

Contact any of the individuals listed above for more information and/or clarification.

**Mailing Address:** USAED, Nashville  
110 9<sup>th</sup> Ave S, Room A-405  
ATTN: CELRN-SM  
Nashville, TN 37203

**CELRN-SM Fax Number:** 615-736-7145

**PRIVACY ACT STATEMENT**

Information is solicited in accordance with Title 10, US Code Section 552 and is used to provide information necessary in preparation for a scheduled tour and/or briefing and to verify positive identification of visitor. Solicited information is voluntary; however, failure to provide information may result in denied visitor access. The information provided to the Corps will not be retained digitally or by hard copy after the scheduled tour date.