

**Nashville District Corps of Engineers**  
**\*Foreign National (FN)**  
**Pre-Bid Meeting or Site Visit Request Form**

This Request Form is for non-U.S. Citizens, including permanent residents requesting approval to attend a pre-bid meeting or site visit at one of the Nashville District (LRN) field locations.

**LRN Pre-Bid Meeting or Site Visit POC:** \_\_\_\_\_

**Date the Request is Being Submitted** (mm/dd/yyyy) \_\_\_\_\_

**FULL** Name (As Listed on Passport) \_\_\_\_\_  
(Last, First, Middle)

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

**Passport #:** \_\_\_\_\_ **Project Site to be Visited:** \_\_\_\_\_

**Date of Proposed Visit** (mm/dd/yyyy) \_\_\_\_\_

**In Case of Questions, Please Provide Phone Number:** \_\_\_\_\_

**Approved Verification 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

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)

This completed form and legible color copies of two of the verification documents listed above should be **submitted to the LRN Pre-Bid Meeting or Site Visit Point of Contact (POC)** to be forwarded to the LRN Security Management Office (LRN-SM) at least two (2) weeks prior to the proposed visit. Forms submitted less than two (2) weeks prior to the requested date may not receive approval for participation.

For questions regarding the process or acceptable verification documents, contact one of the individuals listed below:

Tracy Dorrough, Security Technician, 615-736-7397 (Primary Security POC)

Jay Klinger, District Security Chief, 615-736-2185

**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 pre-bid meeting or site visit and to verify positive identification of visitor. Solicited information is voluntary; however, failure to provide information may result in access being denied.

**\*NOTE: The form for current LRN FN Contractors is available at: <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/LRN Foreign National Contractor Request Form>**