**INSTRUCTIONS:**

1. Each visitor to Newport News Shipbuilding (NNS) must submit a **Non-Employee Access Badge Request** anda **Non-Employee Access Company Certification (Attachment A)** for approval to gain access to the facility.
2. A completed background check is required for all visitors (excluding government employees) who require unescorted access to the facility or who have previously been issued a By Escort Badge.
   1. If adverse information is found in the background check conducted by HII’s preferred provider, prior approval for access must be obtained in writing by O15 Security.
3. All applicable fields must be filled in electronically. Fields with missing, incomplete, or handwritten information (excluding signature) will not be accepted.
4. Duration of visit request to NNS may not exceed whichever of the following comes first:
   1. Two (2) years
   2. The expiration date of the contract/purchase order
   3. The expiration date of the visitor’s background investigation
5. The NN9327 **must** be submitted, ***encrypted or password protected***, to the NNS sponsor.
6. The NNS sponsor will retain a copy of the **Non-Employee Access Company Certification** for **2** years from the date of the visit and is subject to audit by O15 Security.
7. The NNS sponsor will enter the information submitted on the **Non-Employee Access Badge Request** into the Visitor Management System (VMS). All Personally Identifiable Information (PII) will be protected in accordance with NNS policy while in use. The form will be properly destroyed after entry. No copies will be retained outside of visitor management systems controlled by O15 Security.

For additional information on background check requirements and visiting NNS, visit: <https://hii.com/suppliers/newport-news-suppliers/visiting-nns/>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| VISITOR INFORMATION | | | | | | | |
| 1. First Name: | |  | **2. Middle Initial:** |  | **3. Last Name:** |  | |
| 4. Social Security Number  (US Citizens Only): | |  | **5. Passport #:**  **(Foreign Nationals Only):** |  | **6. Choose Citizenship:** | Choose Citizenship Status | |
| 7. Phone Number: | |  | **8. Email Address:** |  | **9. Zip Code:** |  | |
| 10. Address | |  | **11. City:** |  | **12. State:** | Choose an item. | |
| 13. Birth Date: | |  | **14. Birth City:** |  | **15. Birth State:** | Choose an item. | |
| 16. Clearance Level Required: | | Select Clearance Required | **17.Background Check Status:** | Select Background Check Status | | **18. Birth Country** |  |
| VISIT DETAILS | | | | | | | |
| 19. Company Name: |  | | | | | | |
| 20. Contract/PO Number: |  | | | | | | |
| 21. Start Date: |  | | **22. End Date:** |  | | | |
| 23. Purpose of Visit: |  | | | | | | |
| 24. Locations to be Visited: |  | | | | | | |

**ATTENTION NNS SPONSORS**: The Newport News Shipbuilding Non-Employee Access Badge Request contains Personally Identifiable Information (PII) and must be protected in accordance with NNS policy while in use. NNS Sponsors are not authorized to retain a copy of this information after entry into VMS. NNS Sponsors are only authorized to retain a copy of the Non-Employee Access Company Certification (Attachment A) which is required for a period of 2 years.

By signing this certification, I attest that the individual listed below is an employee in good standing with the company identified below. I further attest that all information contained on the **Non-Employee Access Badge Request (NN 9327)** and on any attachments is accurate. I understand that failure to immediately disclose any known adverse information involving this individual may result in expulsion from Newport News Shipbuilding.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VISITING COMPANY INFORMATION | | | | | | | | | | |
| 1. Visiting Company/Agency Name: | |  | | | | | | | | |
| 2. Company Street Address: | |  | | | | | | **3. City:** | |  |
| 4. State: | | Choose an item. | | | | | | **5. Zip Code:** | |  |
| 6. Company POC Name: | |  | | **7. Phone:** | |  | | **8. Email** | |  |
| 9. Name of Company Officer: | |  | | | | | | **10. Job Title:** | |  |
| 11. Signature of Company Officer: | |  | | | | | | **12. Date of Signature:** | |  |
| VISITOR INFORMATION | | | | | | | | | | |
| 13. First Name: | |  | | **14. MI:** |  | | | **15. Last Name:** | |  |
| 16. Background Check Expiration Date: | |  | | | | | | | | |
| 17. Visit Start Date: | |  | | | | | | **18. Visit End Date** | |  |
| NNS SPONSOR APPROVAL INFORMATION | | | | | | | | | | |
|  |  | |  | | | | Select Sponsor Affiliation. | |  | |
| 19. [Sponsor Name](#SponsorName) | **20. Phone** | | **21.** [**PERN #**](#SponsorPERNR) | | | | **22.** [**Affiliation**](#Affiliation) | | **23. NNS Dept (if applicable)** | |
| 24. Sponsor Approval Signature: |  | | | | | | | **25. Date Signed:** |  | |
| Each visitor will need to have an Active Security Clearance or provide proof of background investigation completion, along with [proof of citizenship](#ProofofCitizenship" \o "All first time visitors must provide proof of identity and citizenship (Copies or images on electronic devices are not accepted)) and identity, at the Access Center prior to badging. This form must be retained by the VMS user making entry for a period of 2 years from the date of visit and is subject to audit by department O15. | | | | | | | | | | |

NN 9327 (Rev 22) For more information on background check requirements and visiting Newport News Shipbuilding, visit <https://hii.com/suppliers/newport-news-suppliers/visiting-nns/>