

**1. Visitor Release and Acknowledgment (to be completed by the Visitor)**

LAST NAME	FIRST NAME	MIDDLE NAME	GE Single Sign-On (If Assigned)
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Have you ever been an employee of GE Aviation?  No  Yes **If Yes, you must also present a completed "Former GE Employee Approval Form" unless you are a GE Aviation Customer or a Government Employee.**

Visitor SIGNATURE	DATE	I certify that the above information is true and complete to the best of my knowledge. I attest that I am not disqualified for access to the GE Aviation work site based on the Criminal Record Check Requirements or Drug Screen requirements if applicable. I agree to abide by the security regulations of GE Aviation and the laws and regulations of the local jurisdiction. I further understand that omissions or falsifications of the information may be cause for revocation of GE Aviation site access and identification badges.

**2. US Government Employees presenting Federal Credentials (Sections 3-6 do not apply to these visitors)**

I certify that I am an employee of the US Federal Government, and I am a US Citizen or have Permanent Resident Alien Status- Visitor Initials: \_\_\_\_\_  
 Federal Agency: \_\_\_\_\_ (FIPS) 201 -Personal Identity Verification (PIV) Card must be presented at time of badging

**3. Background Check Acknowledgement (to be completed by the Employer, not the visitor) \*\*See note Below**

**Visitor Criminal Background Check**  
 Sterling Talent Solutions  First Advantage  S2Verify GE Aviation Access # \_\_\_\_\_

**Background Check Exemptions (Validated by GE Aviation Security)**  
 Company has GE Aviation Reciprocity: Reciprocity # is assigned by GE Security at time of badging: \_\_\_\_\_  
 Regulatory Agency Visitor  US Government Security Clearance verified through visit request or JPAS/DISS  UK MOD Security Clearance or BPSS

**4. Drug Screen Acknowledgement (to be completed by the Employer, not the visitor)**

Is the Applicant working under contract or Purchased Service with GE? If Yes, a drug screen is required, has a Verified Negative drug Screen been conducted as required by GE contract and in accordance with local laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> prevailing law prohibits testing Company Performing Drug Screen: _____ Date: _____
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**5. US Person /Non-US Person Status Validation (to be completed by the Employer, not the visitor)**

<b>Visitor's Nationality:</b>  If Dual National also list 2 <sup>nd</sup> Nationality: _____	<input type="checkbox"/> I certify that I have validated the US Person Status of this individual in accordance with the Nationality Validation requirement. Indicate the document reviewed for validation <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Permanent resident alien Identification Card (U.S. INS Form I-151 or I-551) <input type="checkbox"/> Certificate of citizenship (US INS form I-197, N-560, N-570) <input type="checkbox"/> Certificate of Naturalization (US INS Form N-550 or N-570) <input type="checkbox"/> This individual is not a US Person
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**6. Company Acknowledgement (Company Representative not Visitor)**

<b>Company Name:</b>	<input type="checkbox"/> I certify that that the background checks requirements outlined in Section 3 above are complete and correct to the best of my knowledge. And have validated the US Person status as outlined in section 5. I am authorized by Corporate bylaws, board of director's resolutions, or other legally necessary corporate action to make this certification on behalf of the before-named company.
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NAME (Please print)	SIGNATURE	DATE	JOB TITLE	PHONE NUMBER	COMPANY ADDRESS

**\*\* The visitor must present this form to the badging official. The actual background check and/or Drug Screen shall never be shared with, provided to, or forwarded to GE or to any GE employee, unless requested by GE Aviation Global Security for audit/investigative purpose**

### Criminal Record Check Requirements:

BEFORE ASSIGNING ANY PERSON TO ENTER GE PREMISES OR THE PREMISES OF A GE CUSTOMER (HEREINAFTER COLLECTIVELY “GE PREMISES”), THE EMPLOYER SHALL CONDUCT THE BACKGROUND CHECKS UNLESS EXEMPTED BY GE PROCEDURES. THE EMPLOYER MUST CONDUCT A NEW BACKGROUND CHECK IF THE PERSON HAS NOT BEEN ASSIGNED TO THE GE PREMISES FOR GREATER THAN 180 DAYS.

AN ACCEPTABLE BACKGROUND SCREEN SHALL CONSIST OF A WATCHLIST SCREEN, LAST 7 YEARS RESIDENCE AND EMPLOYMENT VERIFICATION AND CRIMINAL CONVICTION RECORDS INVESTIGATION CONDUCTED BY ONE OF THE SPECIFIED 3<sup>RD</sup> PARTY AGENCIES APPROVED BY GE AVIATION. A CRIMINAL CONVICTIONS RECORDS INVESTIGATION SHALL COMPLY WITH THE FAIR CREDIT REPORTING ACT AND CONSIST OF A RECORDS SEARCH (DOCUMENTED BY A WRITTEN REPORT RETAINED BY THE CONTRACTOR OF THE RESULTS OF SUCH SEARCH) BY THE APPROPRIATE LAW ENFORCEMENT OR OTHER LOCAL OR STATE AGENCY IN EACH LOCATION IN WHICH THE EMPLOYEE HAS RESIDED AND WORKED IN AT LEAST THE SEVEN YEARS PRECEDING THE DATE OF THE CRIMINAL CONVICTION RECORDS INVESTIGATION. THE 3<sup>RD</sup> PARTY BACKGROUND CHECK MUST BE CONDUCTED WITHIN ONE YEAR OF ASSIGNMENT TO A GE PREMISE.

***THE FOLLOWING PERSONS SHALL NOT PERFORM WORK ON GE PREMISES: A PERSON CONVICTED OF ANY FELONY, A PERSON CONVICTED OF A MISDEMEANOR INVOLVING VIOLENCE OR DISHONESTY IN THE PAST SEVEN YEARS. A PERSON CONVICTED OF MORE THAN TWO MISDEMEANORS IN THE PAST TWO YEARS SHALL NOT PERFORM WORK ON GE PREMISES UNLESS OTHERWISE AUTHORIZED BY GE AVIATION GLOBAL SECURITY.*** GE MAY REQUIRE PERSONS, BEFORE ENTERING GE PREMISES, TO COMPLETE A CRIMINAL CONVICTIONS QUESTIONNAIRE. IN THE EVENT THAT GE HAS GROUNDS TO BELIEVE THAT AN INDIVIDUAL HAS FALSIFIED THE CRIMINAL CONVICTIONS QUESTIONNAIRE IN ANY WAY, SUCH PERSON SHALL NOT PERFORM WORK ON GE PREMISES. GE RESERVES THE RIGHT, AT ITS DISCRETION, TO REQUEST FROM THE INDIVIDUAL’S EMPLOYER DOCUMENTATION OF THE COMPLETION OF A CRIMINAL CONVICTIONS RECORDS INVESTIGATION FOR ANY EMPLOYEE ASSIGNED TO WORK ON GE’S PREMISES. THE EMPLOYER’S FAILURE TO HAVE COMPLETED A CRIMINAL CONVICTIONS INVESTIGATION OF ANY OF ITS EMPLOYEES IN ACCORDANCE WITH THIS CLAUSE SHALL BE GROUNDS FOR IMMEDIATE EXPULSION OF THE INDIVIDUAL FROM GE PREMISES AND GE SHALL HAVE THE RIGHT TO TERMINATE FOR DEFAULT ALL ORDERS. THE EMPLOYER SHALL INCLUDE THIS CLAUSE “DRUG TESTING AND SECURITY CHECKS” IN ANY SUBCONTRACT PLACED PURSUANT TO A GE ORDER WITH A SUBCONTRACTOR WHO WILL PERFORM WORK ON GE PREMISES.

### Drug Screening Requirements:

DRUG SCREENING REQUIREMENTS ARE ADDRESSED IN PURCHASE ORDER TERMS AND CONDITIONS REMARK C64. IF APPLICABLE: SELLER REPRESENTS AND WARRANTS THAT IT WILL USE REASONABLE ENDEAVORS TO ENSURE THAT EMPLOYEES WHO WILL PERFORM WORK UNDER THIS AGREEMENT ON PURCHASER’S OR ITS CUSTOMER’S PREMISES ARE FREE FROM ILLEGAL DRUGS.

### US Person Status Validation Documentation:

#### United States of America

The following documents are acceptable proof of US Person Status: Birth certificate, passport, certificate of citizenship (US INS form I-197, N-560, N-570), Certificate of Naturalization (US INS Form N-550 or N-570), or Permanent resident alien Identification Card (U.S. INS Form I-151 or I-551). Certification must be made by Company Official empowered and in a position to have access to employment records.

#### Other Nationalities

Employer shall validate the nationality of their employees in accordance with country specific criteria based upon access to export-controlled technology.

### Former GE Aviation Employees

Persons who have been an employee of GE Aviation, including Affiliates or subsidiaries, must have prior approval evidenced by completion of the “former GE Aviation employees badging form” before a badge will be issued.

### Severability

If any provisions of this document or any referenced documents or procedures are invalid, unlawful or incapable of being enforced by reason of any rule of law or public policy, all conditions and provisions of this agreement which can be given effect without such invalid, unlawful or unenforceable provision shall, nevertheless, remain in full force and effect. Employer is expected fulfill the requirements as much as possible within the limits of restricting law and public policy.

**All forms and process information are available at [“Doing Business with Aviation.”](#)**