

ITAR CLEARANCE

Anyone wishing to attend the Boeing Tour must go through this clearance procedure. NO EXCEPTIONS CAN BE MADE.

1. Complete the Registration for Manufacturing with Composites 2012- you **MUST** be registered for Manufacturing with Composites 2012 to apply for ITAR Clearance and to attend the Boeing Tour
2. The ITAR Clearance Application **must** be printed out, completed, signed and brought with you onsite to the ITAR Clearance Registration Counter
3. The following **must** be presented along with the ITAR Session Application:
 - a. Proof of citizenship or a resident alien card (US only- no Canadian or foreign)
 - i. Passport
 - ii. Resident Alien Card
 - b. Personal photographic identification
 - i. Driver's License
 - ii. Government Provided ID
 - c. The individual must present certification credentials based on an approved DD Form 2345- either individually or through an employer (An approved Form has a certification number on it and is signed off at the bottom by someone from the US/Canada Joint Certification Office.)
 - i. **Individual:** If clearance is as an individual, a copy of the DD 2345 Form in the individual's name must be provided
 - ii. **Through an Employer:** If clearance is done through the employer's name, proof of employment by that employer must be provided (This can be done through such items as company badge, business card, check stub, etc...)
4. The individual's badge is printed with ITAR clearance by SME indicating the clearance procedure has been properly completed

If the individual did not provide an approved DD 2345 form, then it will be necessary to confirm their ITAR certification through the Certified Contractors Access List via the DLA Logistics Information Service lookup at www.dlis.dla.mil/jcp/. All ITAR certified companies can be searched on this site and will confirm whether the certification is active or expired.

Once ITAR certification has been verified:

- Write expiration date of the approved clearance on the form
- Take photo of Attendee and print Photo Badge and present to Attendee
- Inform Attendee they will need to show photo ID and ITAR badge to gain entry to the ITAR Session rooms