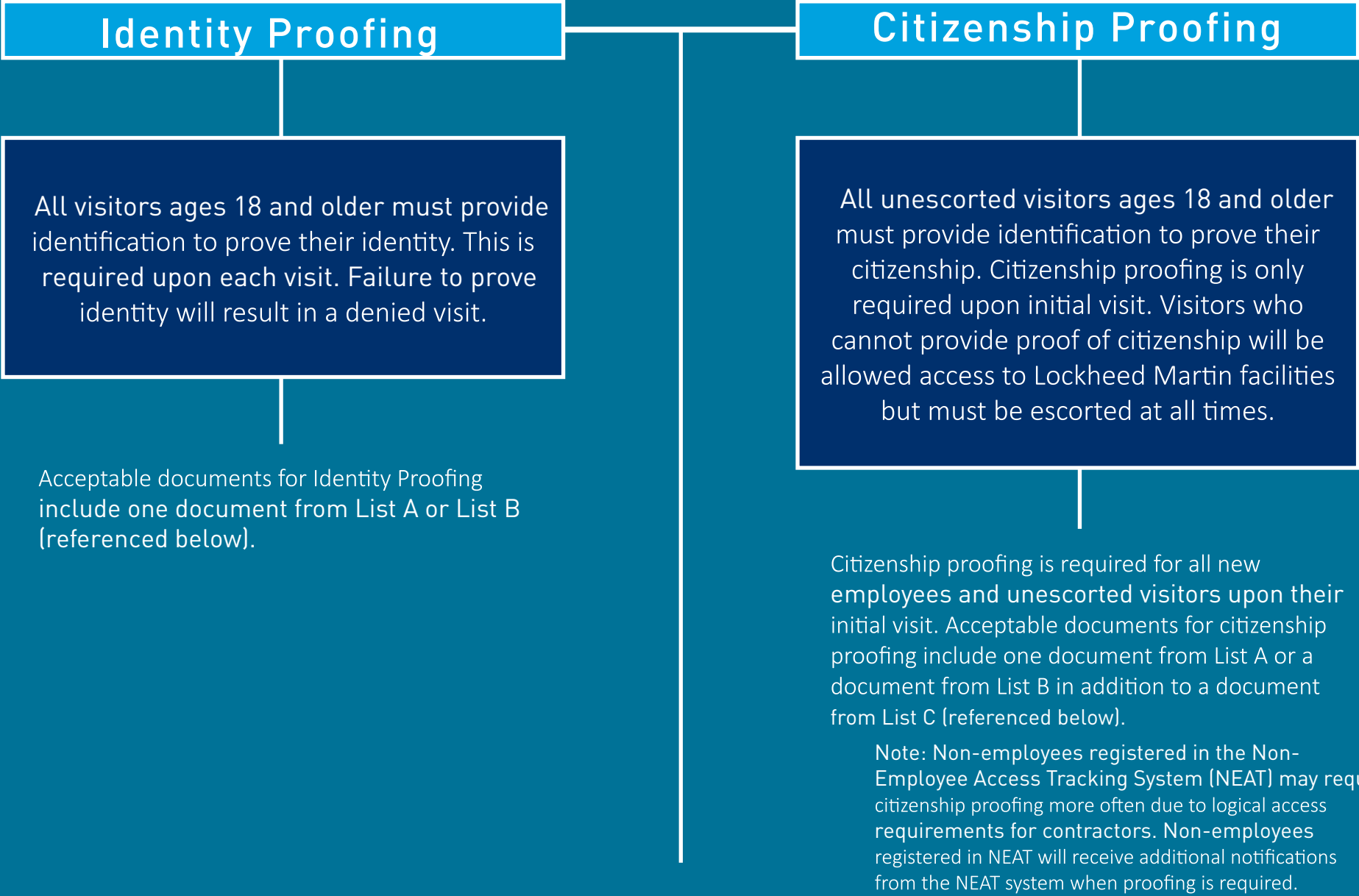


Proofing Standards for Employees and Visitors

Note:

This document and requirements do not apply to employee eligibility verification (Form I-9).
* There are two types of proofing required to visit a Lockheed Martin site.



	Existing Employee	New Employee	Escorted Visitor (New or Existing)	Unescorted Visitor (New or Existing)
Employee or Visitor Badge Proofing Requirements	Identity Proofing Only one document from A or B	Citizenship Verification Required one document from List A or one document from B and C	Identity Proofing Only one document from A or B	Citizenship Verification Required one document from List A or one document from B and C

Acceptable Documents on Page 2

Proofing Standards for Employees and Visitors




















Acceptable Documents List

The name on IDs must agree with the name on the badge being issued unless accompanied by official name change documentation. All documents must be valid and unexpired, except for U.S. Passport or U.S. Passport Card. Only original documents or copies certified by the original issuing authority may be used.

A	U.S. Citizen	<ul style="list-style-type: none">• U.S. Passport or U.S. Passport Card• U.S. Government Common Access Card (CAC) with green or no color bar only• U.S. Native American Enhanced Tribal Card (ETC)• U.S. Citizen ID (Form I-197)• ID Card for use of Resident Citizens in the U.S. (Form I-179)• Global Entry or NEXUS Card or FAST ID Must indicate USA Citizenship• Enhanced Driver's License — can be used to provide proof of identity and U.S. Citizenship in the following states: MI, MN, NY, VT, WA.
	U.S. Permanent Resident	<ul style="list-style-type: none">• U.S. Permanent Resident Card, Alien Registration Receipt Card or Green Card (Form I-551)• U.S. Permanent Resident Re-entry Permit or Refuge Travel Document (Form I-327 or I-571)• Foreign Passport with temp I-551 Stamp and with unexpired U.S. visa affixed accompanied by approved Form I-94 or I-94A
	Non-U. S. Person	<ul style="list-style-type: none">• Foreign Passport with unexpired U.S. visa affixed accompanied by approved Form I-94 or I-94A.• U.S. Employment Authorization Document containing a photo (Form I-776, I-668, I-668A, I-668B)• Common Access Card (CAC) with blue color bar
B	<ul style="list-style-type: none">• U.S. Federal, State, or Local Government Issued Photo (Example: Driver's License)• Previously issued Lockheed Martin employee or non-employee photo ID badge• Other previously issued official company or student photo ID• Diplomatic ID Card	
C	<ul style="list-style-type: none">• U.S. Birth Certificate<ul style="list-style-type: none">- Issued by a U.S. state, jurisdiction or territory (Puerto Rico, U.S. Virgin Islands, North Mariana Islands, American Samoa, Swain's Island, Guam) Note: Puerto Rican birth certificates issued before July 1, 2010 are not acceptable.• U.S. Certificate of Naturalization (Form N-550, N-570, N-578)• U.S. Certification of Report of Birth (DS-1350)• Certificate of U.S. Citizenship (Form N-560)• U.S. Certification of Birth Abroad (Form FS-545)• Security Clearance	

Proofing Standards for Employees and Visitors






List A - ACCEPTABLE DOCUMENTS TO CONFIRM IDENTITY AND INDICATE U.S. PERSON STATUS VERIFICATION

U.S. CITIZEN		U.S. PERMANENT RESIDENT	Non U.S. PERSON
U.S. Passport or U.S. Passport Card  	U.S. Native American Enhanced Tribal Card (ETC) 	U.S. Permanent Resident Card, Alien Registration Receipt Card or Green Card 	Foreign Passport  
Common Access Card (CAC) with green or no color bar  	U.S. Citizen ID (Form I-197)  	U.S. Permanent Resident Re-Entry Permit or Refugee Travel Document (Form I-327 or I-571)  	U.S. Employment Authorization Document containing a photo (Form I-776 I-668 I-668A I-668B) 
Global Entry, NEXUS Card or FAST Card Must indicate USA Citizen  	Enhanced Driver's License 	Foreign Passport with temp I-551 Stamp & with unexpired U.S. Visa affixed accompanied by approved Form I-94 or I-94A  	Common Access Card (CAC) with blue color bar 

LIST B - ACCEPTABLE IDENTITY DOCUMENTS

Acceptable Photo IDs
Previously Issued Lockheed Martin Employee, Visitor badge, other Company or Student ID   
Diplomatic ID Card 
U.S. Federal, State or Local Government issued Photo ID ID Any Photo ID issued by a federal, state or local government of a U.S. state, jurisdiction or territory        

LIST C - ACCEPTABLE U.S. PERSON STATUS VERIFICATION

U.S. Person	
Security Clearance Must be verified in DISS Capture Level of Clearance & Date of Investigation in Proofing Agreement Form	U.S. Birth Certificate Issued by U.S., State, Jurisdiction or Territory 
U.S. Certification of Naturalization (Form N-550 N-570 N-578) 	U.S. Certification of Report of Birth (Form DS-1350) 
Certificate of U.S. Citizenship (Form N-560) 	U.S. Certification of Birth Abroad (Form FS-545) 

* Real-ID is used for US Person status but does not verify US Citizenship