



LMSecurity Operations Center  
100 Global Innovation Circle, MP 801  
Orlando, FL 32825-5003  
(407) 306-7311

## Citizenship Verification Form Instructions

### Section 1: Employee Information

- Print your complete name: last, first and middle initial
- Print your employee ID or your Social Security number

### Section 2: Verification

- For verification, take one of the original document items listed in this section to:
  - Your local security office
  - Your manager
  - A notary public

The verifier must check which original document they have viewed

### Section 3: Certification

- In order to certify they have viewed the original document checked in Section 2, the certifying official must:
  - Print and sign their name
  - Date the form

### Sending the Form:

- Fax the completed form to the LMSecurity Operations Center at (720) 479-2750
- If you have any questions, please call LMSecurity at (407) 306-7311

**Please do not send copies or the original of any documents listed in Section 2 to LMSecurity.**

**The Citizenship Verification Form may not be required in all cases. Please refer to your email from the LMSecurity Operations Center to determine which forms are necessary for submittal.**



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## CITIZENSHIP VERIFICATION FORM

Please read instructions carefully before completing this form.

### SECTION 1: Employee Information

\_\_\_\_\_  
Last Name  
(please print)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

Employee ID or Social Security Number: \_\_\_\_\_

### SECTION 2: Verification:

 To be completed by the Certifying Official. An original document MUST be viewed.

Select One:

- Original Birth Certificate or Certified Copy of Birth Certificate
- Passport – Current or Expired
- Certificate of Citizenship issued by the Immigration & Naturalization Service (INS)
- Report of Birth Abroad of a US Citizen of the U.S. (form FS240)
- Record of Military Processing (DD1966)
- Hospital Certificate of Birth containing raised seal of registrar's office
- Certificate of Naturalization
- US Passport card issued by the US Department of State for entry by US citizens into the US from Canada, Mexico, and countries of the Caribbean and Bermuda at land border crossings or sea ports-of-entry, current or expired

### SECTION 3: Certifying Official:

 Lockheed Martin Security or HR professional, manager/supervisor or Notary Public

I hereby certify that I have viewed the original document for the person listed above.

\_\_\_\_\_  
Name of Certifying Official (Print)

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date