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.

Identity Proofing

All visitors ages 18 and older must provide identification to prove their identity. This is required upon each visit. Failure to prove identity will result in a denied visit.

Acceptable documents for Identity Proofing include one document from List A or List B (referenced below).

Citizenship Proofing

All unescorted visitors ages 18 and older must provide identification to prove their citizenship. Citizenship proofing is only required upon initial visit. Visitors who cannot provide proof of citizenship will be allowed access to Lockheed Martin facilities but must be escorted at all times.

Citizenship proofing is required for all new employees and unescorted visitors upon their initial visit. Acceptable documents for citizenship proofing include one document from List A or a document from List B in addition to a document from List C (referenced below).

Note: Non-employees registered in the Non-Employee Access Tracking System (NEAT) may require citizenship proofing more often due to logical access requirements for contractors. Non-employees registered in NEAT will receive additional notifications from the NEAT system when proofing is required.

Employee or Visitor Badge Proofing Requirements	Existing Employee	New Employee	Escorted Visitor (New or Existing)	Unescorted Visitor (New or Existing)
	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

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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		• 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 must indicate U.S. citizen • 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		• 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		• 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

• 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

• U.S. Birth Certificate
   - 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

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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)	ID for use of Resident Citizens in U.S. (Form I-197)	U.S. Permanent Resident Re-Entry Permit or Refuge 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 or NEXUS 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 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)