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**NOAA
FISHERIES
SERVICE**

Foreign National Registration System

Quick Start Guide for Departmental Sponsors

<https://fnrs.nmfs.noaa.gov/>

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Instructions for Using the NOAA Foreign National Registration System

<https://fnrs.nmfs.noaa.gov/>

What is FNRS?

The National Oceanic and Atmospheric Administration's (NOAA's) mission is to understand and predict changes in the Earth's environment and conserve and manage coastal and marine resources to meet our nation's economic, social, and environmental needs. NOAA hosts foreign national (FN) guests and visitors to conduct collaborative research, participate in field research activities, and other important activities for NOAA scientists and staff. The NOAA Foreign National Registration System (FNRS) provides departmental sponsors (DSNs) of FN guests and visitors to NOAA facilities, ships and airplanes with a single location to enter the information required to obtain appropriate approvals for a visit.

This document provides DSNs with instructions on how to:

- Log into the FNRS application
- Update their user profile
- Log a new request
- Manage requests
- Contact the FNRS Support Team for assistance

How Do I Get Started?

To use the application, you must be:

- A NOAA employee
- A DSN for the FN visitor or guest to your facility

If you need access to FNRS, you should contact your Controlled Technology Coordinator (CTC).

Before logging into the application to submit a new request, it is important that you have all of the information you need to complete the request. Refer to Appendix A for a complete list of the information that you need before submitting a request.

How Do I Log Into FNRS?

Once you have access to the application, you're ready to log into FNRS.

NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Login

Foreign National Registration System

Login

****WARNING**WARNING**WARNING****

You are accessing a United States government computer system. The use of this system will be monitored for security, system administration, and law enforcement purposes. Accessing this system constitutes consent to monitoring. Any unauthorized access of this system or unauthorized use of the information on this system by unauthorized users or others is prohibited and is subject to criminal and civil penalties under federal and other laws.

You must be a US Citizen and US Federal Government Employee to access this system.

I Agree

NOAA Email: @noaa.gov

Email Password:

←

**Please contact the helpdesk if your password is not working.*

Departmental Sponsor requesting access to FNRS needs to contact your CT Coordinator.

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To log in, you:

- Step 1. Select the “I Agree” checkbox. The application displays the data entry fields for your NOAA Email and Email Password, and the SUBMIT pushbutton.
- Step 2. Enter your NOAA User ID. If your email address is john.smith@noaa.gov, then you enter “john.smith” in the field for NOAA Email.
- Step 3. Enter your password for NOAA’s Lightweight Directory Access Protocol (LDAP).
- Step 4. Click on the SUBMIT pushbutton. The application opens the User Role page.

The screenshot shows the NOAA Foreign National Registration System interface. At the top left is the NOAA logo and the text "NOAA FOREIGN NATIONAL REGISTRATION SYSTEM" and "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". The user is identified as "John Smith - Facility POC/Manager" and there is a "Logout" link. The main heading is "User Roles". Below it, a box titled "Please choose a user role" contains a list of radio buttons: "Facility POC/Manager", "Chief Administrator's Office Reviewer", "Controlled Technology Coordinator", "OSY Representative", "Chief Administrator's Office Approver", and "Departmental Sponsor/NOAA". The "Departmental Sponsor/NOAA" option is selected. Below the list is an "OK" button with a red arrow pointing to it. At the bottom of the page are links for "Privacy Policy", "FOIA", "Information Quality", and "Disclaimer".

- Step 5. Select the radio button next to your user role. The application only displays options for the roles you are authorized to perform.
- Step 6. Click on the OK pushbutton. The application opens your Home page.

How Do I Use the FNRS Home Page?

After you successfully log in and select your user role, the application displays your Home page.

The screenshot shows the NOAA Foreign National Registration System (FNRS) Home page for a Departmental Sponsor. The page features the NOAA logo and the text "NOAA FOREIGN NATIONAL REGISTRATION SYSTEM" and "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". The user is identified as "Titra Hamilton - Departmental Sponsor/NOAA" and has a "Logout" link. The navigation menu includes "Home", "New Visit", "User Profile", and "Contact FNRS Support". The main content area is titled "Home" and contains a "Dashboard" and a "Search Visits" button. There are three main sections: "PENDING FOR YOUR REVIEW", "PENDING ACTIONS BY OTHERS", and "APPROVED VISITS". The "PENDING FOR YOUR REVIEW" section shows a table with columns: Request ID, FN Name, Date Submitted, Arrival Date, Departure Date, DSN, CTC, CAOR, CAO, and OSY. It lists two draft requests: Marilyn Monroe (Request ID: Draft, Date Submitted: 12/12/2011, Arrival Date: 12/12/2011, Departure Date: 01/31/2012) and Onika Maraj (Request ID: Draft, Date Submitted: 11/16/2011, Arrival Date: 11/16/2011, Departure Date: 12/19/2011). The "PENDING ACTIONS BY OTHERS" section shows a table with columns: Request ID, FN Name, Date Submitted, Arrival Date, Departure Date, DSN, CTC, CAOR, CAO, and OSY. It lists four requests: Lauren Palmer (Request ID: V11000004, Date Submitted: 11/08/2011, Arrival Date: 12/26/2011, Departure Date: 12/27/2011, DSN: S), Emma Watson (Request ID: V11000003, Date Submitted: 11/01/2011, Arrival Date: 11/21/2011, Departure Date: 11/23/2011, DSN: S), Yvette Stevens (Request ID: G11001348, Date Submitted: 11/01/2011, Arrival Date: 11/21/2011, Departure Date: 11/30/2011, DSN: S, CTC: ✓, CAOR: ✓, CAO: ✓), and Robyn Fenty (Request ID: G11001351, Date Submitted: 11/22/2011, Arrival Date: 11/16/2011, Departure Date: 12/16/2011, DSN: S). The "APPROVED VISITS" and "CLOSED VISITS" sections are currently collapsed.

As a DSN, your Home page displays:

- Requests pending your review. The application sorts these requests by Date Submitted.
- Draft requests that you have not yet submitted to NOAA officials for approval. FNRS will not assign a Request ID to a draft request.
- Requests that you have submitted and their approval status. FNRS assigns unique IDs to requests upon submission.
- Approved visits. Approved visits are those requests that have received approval from all NOAA officials, but have not ended. The Home page initially collapses the display of approved visit requests. To expand page and view the entire list, use your mouse to place the cursor over the text "Approved Visits".

- Closed visits. The Home page initially collapses the display of closed visit requests. To expand page and view the entire list, use your mouse to place the cursor over the text “Closed Visits”. The application assigns the status of “Closed” to a request that has:
 - Received approval from all applicable NOAA officials.
 - Occurred and concluded.
 - Confirmed actual arrival and departure dates.
- Search Visits tab. The Search Visits tab lets you search requests by:
 - Request Status (i.e., Pending, Conditionally Approved, Approved, Denied, Canceled, Withdrawn or Closed)
 - Request Category (i.e., Visitor or Guest)
 - Request ID
 - FN Name

The Home page also displays the status of visit requests.  Approval status indicators for a submitted request are:

	Submitted	Request sent by DSN to NOAA officials for review.
	Approved	Request sent to the next NOAA official for review.
	Conditionally Approved	Request received conditional approval from OSY.
	More Information Requested	Request returned to the DSN for more information.
	Withdrawn	Request withdrawn.
	Rejected	Request rejected with access denied.
	Actual Visit Date Confirmed	Request actual start or actual end date confirmed.

How Do I Submit a New Request?

To submit a new request, you:

- Step 1. Click on the NEW VISIT pushbutton. The application opens the Preliminary Question for Visit page.

NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Titra Hamilton - Departmental Sponsor/NOAA Logout

[Home](#) **[New Visit](#)** [User Profile](#) [Contact FNRS Support](#)

Home

Dashboard

PENDING FOR YOUR REVIEW									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
Draft	Bernadette Peters		08/29/2011	10/31/2011					
Draft	Toni Braxton		08/08/2011	08/12/2011					

Pages [1]

PENDING ACTIONS BY OTHERS									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
No records found.									

APPROVED VISITS

CLOSED VISITS

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- Step 2. Enter the Start Date. All fields on this page are **required**. FNRS uses an asterisk (*) to denote a required field.
- Step 3. Enter the Departure Date.
- Step 4. Click on the NEXT pushbutton. The application opens the Sponsor Information page.



FNRS classifies a request as a request for a visitor or guest based on the following criteria:

- A FN guest as a FN individual whose visit exceeds 8 total days. This type of request is subject to the full review cycle for approval. The application routes guest requests to the CTC, Chief Administrative Office Reviewer (CAO-R), Chief Administrative Office Approver (CAO-A) and Office of Security Services (OSY) for approval. The application uses **G** to denote a guest request.
- A FN visitor is as a FN individual whose visit lasts 3 days or less, or 5 days or less for a conference. This type of request is not subject to the full review cycle for approval. The application routes visitor requests only to OSY for approval. The application uses **V** to denote a visitor request.

NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Titra Hamilton - Departmental Sponsor/NOAA Logout

Home | New Visit | **User Profile** | Contact FNRS Support

Foreign National Registration

The visit will be processed as a Guest request by the CTC, the CAO and the OSY.

Sponsor Information

First Name: Titra

Middle Name:

Last Name: Hamilton

Line Office: NMFS

FMC: Southwest Fisheries Science Center

Position Title: * ?

Street Address: * ?

City: * ?

State: * ?

Zip Code: * ?

Telephone Number: * ?

Email Address: * ?

Date of Last Espionage Briefing: * ?
Briefing must have been completed within the past year. Requests cannot be submitted without a valid date.

Edit my profile

Click on the Next button to save your changes.

←

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On the Sponsor Information page, you can review your user profile information. To change your user profile, you:

- Step 5. Select the EDIT MY PROFILE checkbox. The application allows you to change information for you:
 - Position Title
 - Address – Street Address, City, State and Zip Code.
 - Telephone Number
 - Email Address
 - Date of Last Espionage Briefing. Completing the Espionage Indicators briefing is an annual requirement. If the date entered is more than one year prior to the current date, then the application will not allow you to process new requests. You will need to re-read the briefing materials, update your user profile with the new completion date and notify your regional OSY accordingly.

- Step 6. Click on the NEXT pushbutton to save changes to your user profile. The application opens the Foreign National Information page.



NOAA

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



Titra Hamilton - Departmental Sponsor/NOAA
Logout

Home

New Visit

User Profile

Contact FNRS Support

Foreign National Registration

Foreign National Information

FN First Name: * 

FN Middle Name: 

FN Last Name: * 

Required Lists to Check for Denied Persons, Entities, and Sanctioned Parties: *

You must verify that your proposed foreign national guest is not listed on any "denied persons" list maintained by the U.S. Department of Commerce Bureau of Industry and Security.

Click [here](#) to make this determination. You must cross-reference the first five lists:

- Denied Persons List
- Unverified List
- Entity List
- Specially Designated Nationals List
- Debarred List

Is your Guest listed on one of the Bureau of Industry and Security lists? Yes No 

Affiliation: *
Characters: 65/300

Gender (M/F): * Male Female

Date of Birth: *  

Country of Birth: * 

Home Country: *  

Country of Citizenship: *  

Country of Current Residence: *  

Dual Citizenship: * Yes No

Passport Number: * 

Country of Passport: *  

Click on the Next button to continue.



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On the Foreign National Information page, you enter all of the data needed to identify the FN visitor or guest. To proceed with submitting a request, you:

- Step 7. Enter data in all of the fields on this page. All fields on this page are **required**, including the check of the denied persons, entities and sanctioned parties lists. You must check the Department of Commerce (DOC) Bureau of Industry and Security (BIS) lists to determine if your guest is on a “Denied Persons” list. In fact, the application disables the YES and NO radio buttons until you click on the DOC BIS link to check. For FN visitors, the application does not display the field for Affiliation because it is not required.
- Step 8. Click on the NEXT pushbutton. The application opens the Visit Information page.

Visit Information

Is this a renewal? * Yes No 

Please provide the specific information for the visit. The visit may not exceed one year. If needed, the sponsor may submit another request to extend the visit.

Start Date at NOAA: *  

Scheduled Departure Date: *  

Purpose of Visit: (Spell out acronym) *

Justification for Visit: (Spell out acronym) *

Please describe the collaborative efforts by the Foreign National Guest that will further NOAA mission, include specific detail and clarify regarding the foreign national's affiliation (organizational, governmental, educational), title, qualification, expertise, proposed scope of work and how NOAA will benefit from hosting the individual.

Position: *

Facilities or NOAA Ships/Airplanes to be Accessed: *

SS METRO CTR 2
 Contact: DETLOR, DAVID
NMFS has determined that this facility has no controlled technology other than EAR 99 technology. Access to EAR 99 technology is prohibited for foreign nationals from Cuba.
 Campus Name: SILVER SPRING METRO CENTER
 Property ID: MD0221ZZ
 Designated Area of Facility: *Be sure to include the room number(s), or if no room number, the name(s) of the rooms that will be the normal work area.*

Will you serve as the escort at this facility? Yes No
 Listing of known Controlled Technology at this facility: None
 Are you aware of any additional Controlled Technology? Yes No

Host Program Name: *

Foreign National's Telephone Number @NOAA: * 

Additional Information: * Does the visit involve classified, sensitive but unclassified (SBU), or otherwise controlled propriety, or not-for-public release data, information, or technology?
 Yes No

- Step 9. Enter data in all of the fields on this page. All fields on this page are **required**. For FN visitors, the application does not display fields for Renewal, Justification for Visit, NOAA Host Program Name and FN's Telephone Number at NOAA because they are not required. You must also designate a facility for the request. To select a facility for the request, you:

- Click on the ADD FACILITIES, NOAA SHIPS AND AIRPLANES pushbutton. The application opens the SELECT FACILITIES OR NOAA SHIPS/AIRPLANES window.
- Select the facility.
- Click on the APPLY SELECTION(S) pushbutton to save the data. The application closes the SELECT FACILITIES OR NOAA SHIPS/AIRPLANES window and returns to the VISIT INFORMATION page.
- Designate a room number or description of the assigned work area if no room number exists.

Select Facilities or NOAA Ships/Airplanes:

Facilities NOAA Ships/Airplanes

Please select at least one facility, NOAA ship or airplane

Facilities Selection

FMC:

States:

Cities:

Available Facilities:

	Facility Name	Line Office	City	Campus Name	Property ID
<input type="checkbox"/>	SILVER SPRING CENTRE	NMFS	SILVER SPRING	SILVER SPRING CENTRE	MD0301ZZ
<input type="checkbox"/>	SS METRO CENTER 1	NMFS	SILVER SPRING	SILVER SPRING METRO CENTER	MD0205ZZ
<input type="checkbox"/>	SS METRO CENTER 4	NMFS	SILVER SPRING	SILVER SPRING METRO CENTER	MD0236ZZ
<input checked="" type="checkbox"/>	SS METRO CTR 2	NMFS	SILVER SPRING	SILVER SPRING METRO CENTER	MD0221ZZ
<input type="checkbox"/>	SS METRO CTR 3	NMFS	SILVER SPRING	SILVER SPRING METRO CENTER	MD0289ZZ

Clear Facility Selections



- Step 10. Click on the NEXT pushbutton after you enter all required visit information. The application opens a window that allows you to see the entire request.

Certification of Conditions and Responsibilities for Departmental Sponsors of Foreign National Visit

**Please scroll down to read all the conditions and responsibilities. The submit button will be visible when the DSN certifies the request arranged by me.*

7. I will inform my Foreign National Guest that he/she must, upon request, consent to a security check and complete and sign the paperwork necessary to conduct the check. I will further inform my Guest that his/her failure to consent to a security check or to complete and sign the necessary paperwork will result in termination of his/her access to DOC facilities.

8. I will report any suspicious activities or anomalies involving my Foreign National Guest to the servicing security office.

9. I have read, understand, and shall comply with all applicable security regulations of the Foreign National Guest Program.

I certify that I have read and agree to the terms and conditions of this Certification of Conditions and Responsibilities for Departmental Sponsors of Foreign National Guests.*

I certify that I am a US citizen and federal employee of the United States Government.*

Save as Draft Discard **Submit** ←

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- Step 11. Review the request in its entirety.
- Step 12. Select the check boxes to certify conditions and responsibilities. You cannot submit a request until you certify the request. In fact, the application hides the SUBMIT pushbutton until you select the check boxes to certify.
- Step 13. Click on the SUBMIT pushbutton to send the request to NOAA officials for review. After you click on the SUBMIT pushbutton, the application opens the Confirmation page.

 **NOAA** NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Titra Hamilton - Departmental Sponsor/NOAA Logout

Home New Visit User Profile Contact FNRS Support

Confirmation

FOREIGN NATIONAL VISIT INFORMATION

Request Category:	Your guest request has been submitted to CT coordinator for processing. You will receive a confirmation email.
Request ID:	G11000067
Foreign National Name:	Butler, Octavia
Arrival date:	06/20/2011
Departure date:	06/30/2011

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- Step 14. Click on the HOME pushbutton. The application:
 - Closes the Confirmation page.
 - Returns to your Home page.
 - Updates the status of the request on your Home page to indicate that you submitted a new request to NOAA officials for review.
 - Displays the new request in the section for requests Pending Actions by Others.

Titra Hamilton - Departmental Sponsor/NOAA Logout

[Home](#)
[New Visit](#)
[User Profile](#)
[Contact FNRS Support](#)

Home

Dashboard Search Visits

PENDING FOR YOUR REVIEW									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
Draft	Gayle King		06/10/2011	06/17/2011					
G G11000061	Nelson Mandela	06/06/2011	06/07/2011	06/13/2011	S	✓	✓	✓	✓

Pages [1]

PENDING ACTIONS BY OTHERS									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
G G11000067	Octavia Butler	06/14/2011	06/20/2011	06/30/2011	S				
G G11000063	Chelsea Handler	06/10/2011	06/10/2011	06/30/2011	S	✓	✓		

How Do I Save a Request as a Draft?

You can save a request as a draft prior to submission. To save a request as a draft, you:

- Step 1. Click on the NEW VISIT pushbutton.
- Step 2. Enter all of the required data for the request. You cannot save a request as a draft unless you populate all of the required fields with data.
- Step 3. Click on the SAVE AS DRAFT pushbutton. The application opens the CONFIRMATION page.



- Step 4. Click on the Home page to return to your Home page. The application displays the record with a Request ID of "Draft" in the section for requests "Pending for Your Review". The application does not assign Request IDs to draft requests. The application only assigns Request IDs upon submission.



Titra Hamilton - Departmental Sponsor/NOAA

Logout

- Home
- New Visit
- User Profile
- Contact FNRS Support

Home

Dashboard

Search Visits

PENDING FOR YOUR REVIEW										
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY	
Draft	Gayle King		06/10/2011	06/17/2011						
G G11000061	Nelson Mandela	06/06/2011	06/07/2011	06/13/2011	S	✓	✓	✓	✓	✓

Pages [1]

PENDING ACTIONS BY OTHERS										
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY	
G G11000067	Octavia Butler	06/14/2011	06/20/2011	06/30/2011	S					
G G11000063	Chelsea Handler	06/10/2011	06/10/2011	06/30/2011	S	✓	✓			

How Do I Withdraw a Request?

As a DSN, you may withdraw a request after submission. To withdraw a request you submitted, you:

- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the Request ID for the request that you want to withdraw. The application opens a window that allows you to see all of the details for the request.

Will you serve as the escort at this facility?	Yes
Listing of known Controlled Technology at this facility:	None
Are you aware of any additional Controlled Technology?	No

Host Program Name: * [Enter the NOAA host program name here.](#)

Foreign National's Telephone Number @NOAA: * [\(301\) 427-8888](#)

Additional Information: * Does the visit involve classified, sensitive but unclassified (SBU), or otherwise controlled propriety, or not-for-public release data, information, or technology?
[No](#)

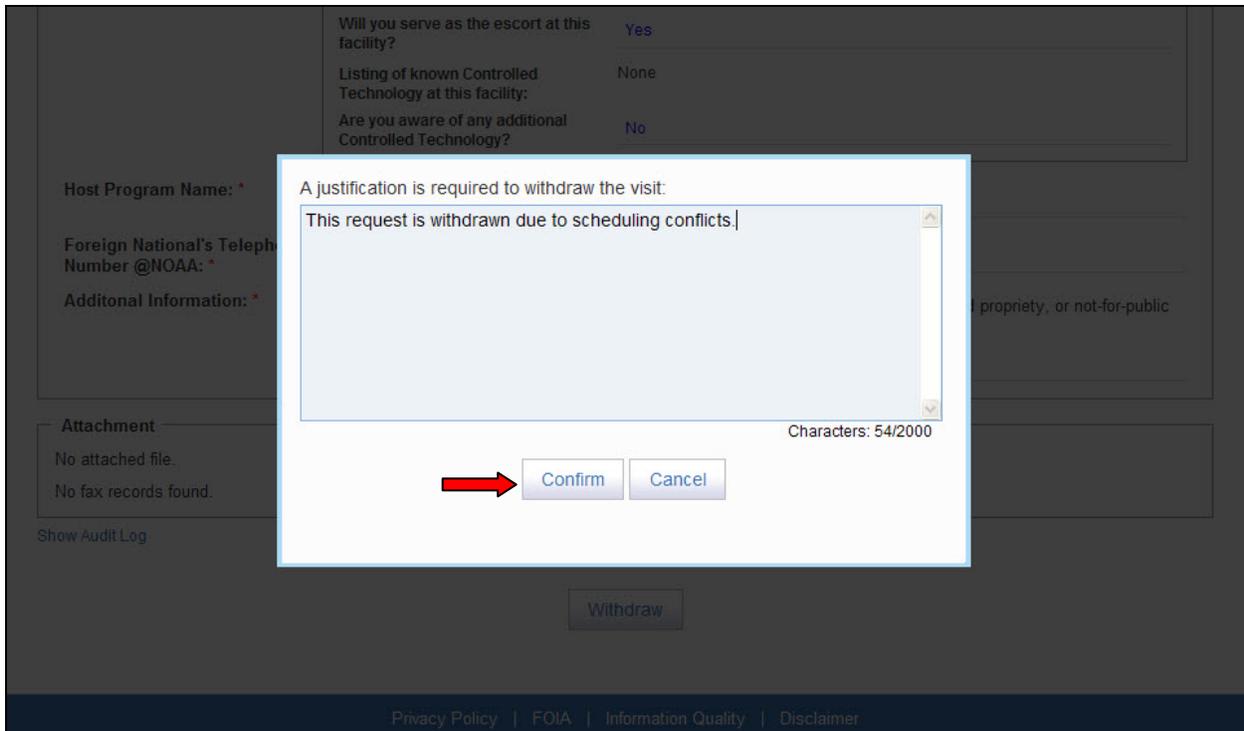
Attachment
No attached file.
No fax records found.

[Show Audit Log](#)

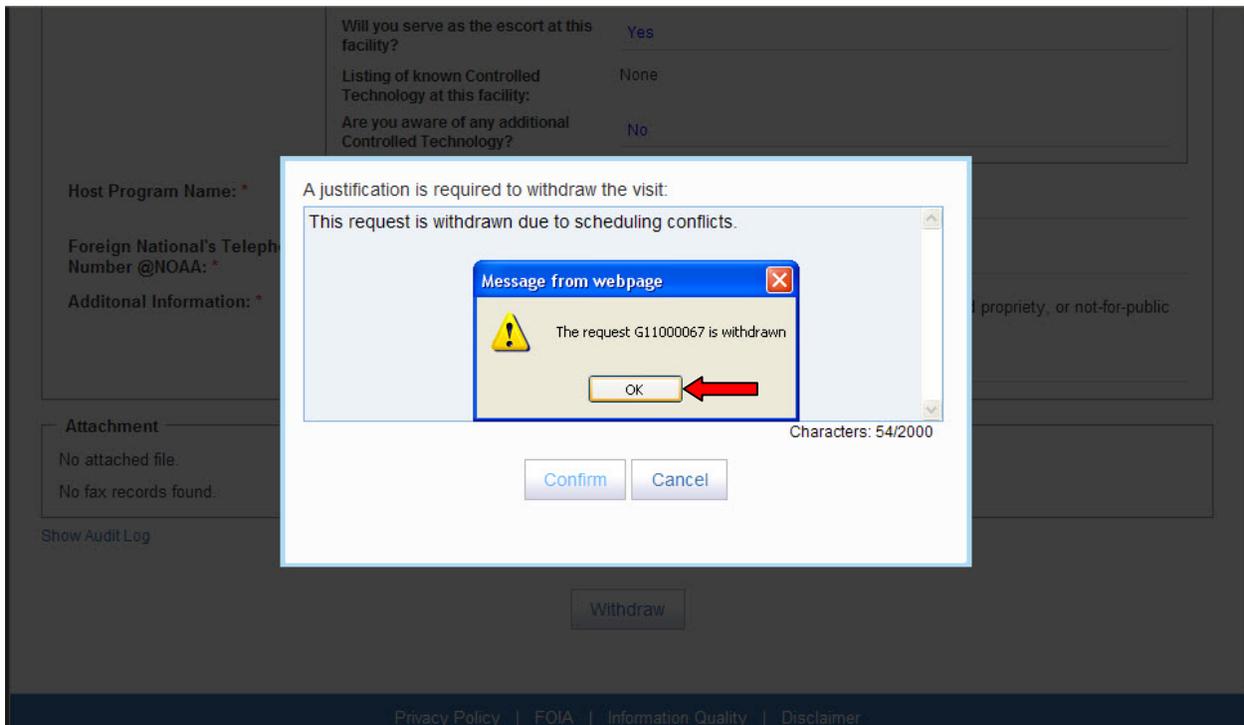
[Withdraw](#) ←

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- Step 3. Scroll to the bottom of the screen, and click on WITHDRAW pushbutton. The application opens a window for the justification for the withdrawal.



- Step 4. Enter a reason for the withdrawal.
- Step 5. Click on the CONFIRM pushbutton. The application opens a window to confirm that the request is withdrawn.



- Step 6. Click on the OK pushbutton to close the confirmation message.

To view the withdrawn request, you can:

- Step 1. Click on the SEARCH VISIT tab.
- Step 2. Select a Request Status of “Withdrawn” from the dropdown list box.
- Step 3. Click on the SEARCH pushbutton. The application displays all requests with a status of “Withdrawn” for your Line Office (LO).

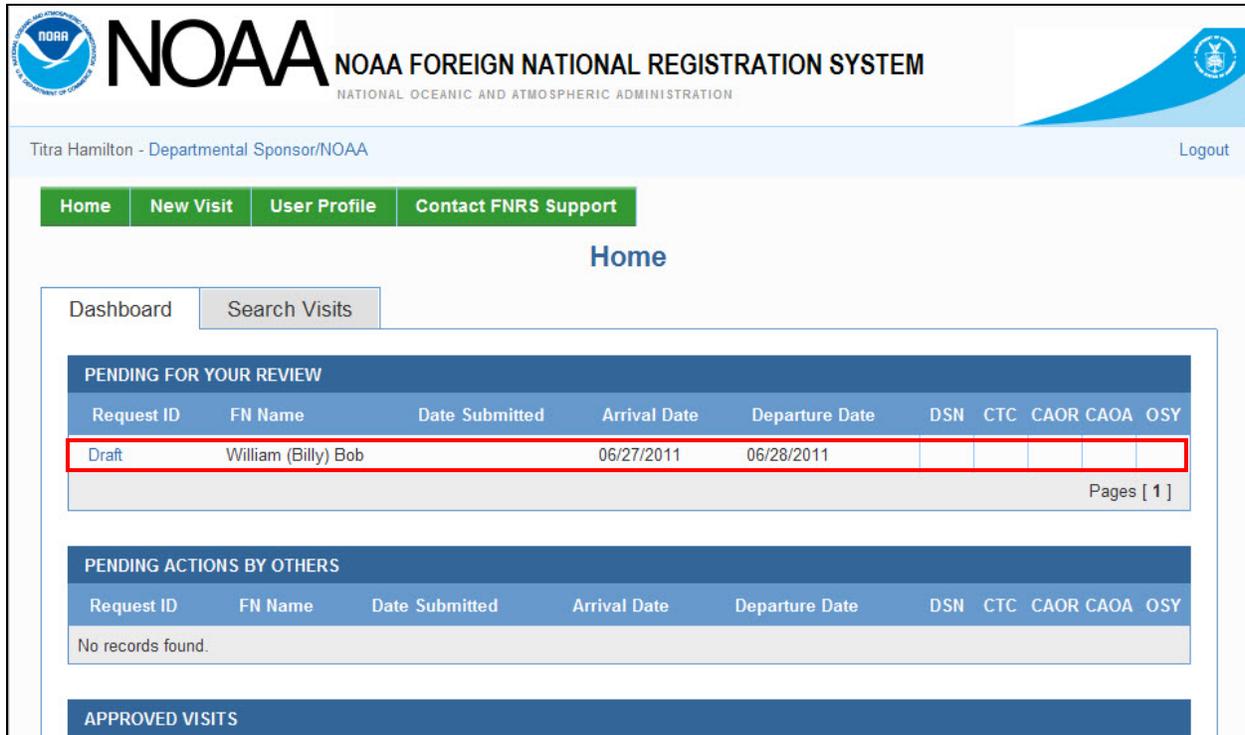
The screenshot displays the NOAA Foreign National Registration System (FNRS) interface. At the top, the NOAA logo and the text "NOAA FOREIGN NATIONAL REGISTRATION SYSTEM" are visible, along with the NOAA seal. Below the header, the user is identified as "Titra Hamilton - Departmental Sponsor/NOAA" and a "Logout" link is present. A navigation bar contains buttons for "Home", "New Visit", "User Profile", and "Contact FNRS Support". The main section is titled "Search Visits" and includes a sub-tab for "Search Visits". The search criteria are set to "Request Status: Withdrawn" (indicated by a red arrow), "Request Category:" (dropdown), and "Request ID:" (text input). A "Search" button (indicated by a red arrow) is located below the search criteria. The search results are displayed in a table with the following columns: REQUEST ID, FN NAME, DATE SUBMITTED, ARRIVAL DATE, DEPARTURE DATE, DSN, CTC, CAOR, CAO, and OSY. The first row, with Request ID G11000067 and FN Name Octavia Butler, is highlighted with a red border. The second row, with Request ID G11000027 and FN Name Sir Elton John, has a green checkmark in the CTC column. The page number "Pages [1]" is shown at the bottom right of the table.

REQUEST ID	FN NAME	DATE SUBMITTED	ARRIVAL DATE	DEPARTURE DATE	DSN	CTC	CAOR	CAOA	OSY
G11000067	Octavia Butler	06/14/2011	06/20/2011	06/30/2011	🔍				
G11000027	Sir Elton John	04/22/2011	06/06/2011	07/11/2011	🔍	✓			

How Do I Discard a Draft Request?

As a DSN, you may discard a draft request. To discard a draft, you:

- Step 1. Click on the HOME pushbutton to return to your Home page.



NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Titra Hamilton - Departmental Sponsor/NOAA Logout

[Home](#) [New Visit](#) [User Profile](#) [Contact FNRS Support](#)

Home

Dashboard

PENDING FOR YOUR REVIEW									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
Draft	William (Billy) Bob		06/27/2011	06/28/2011					

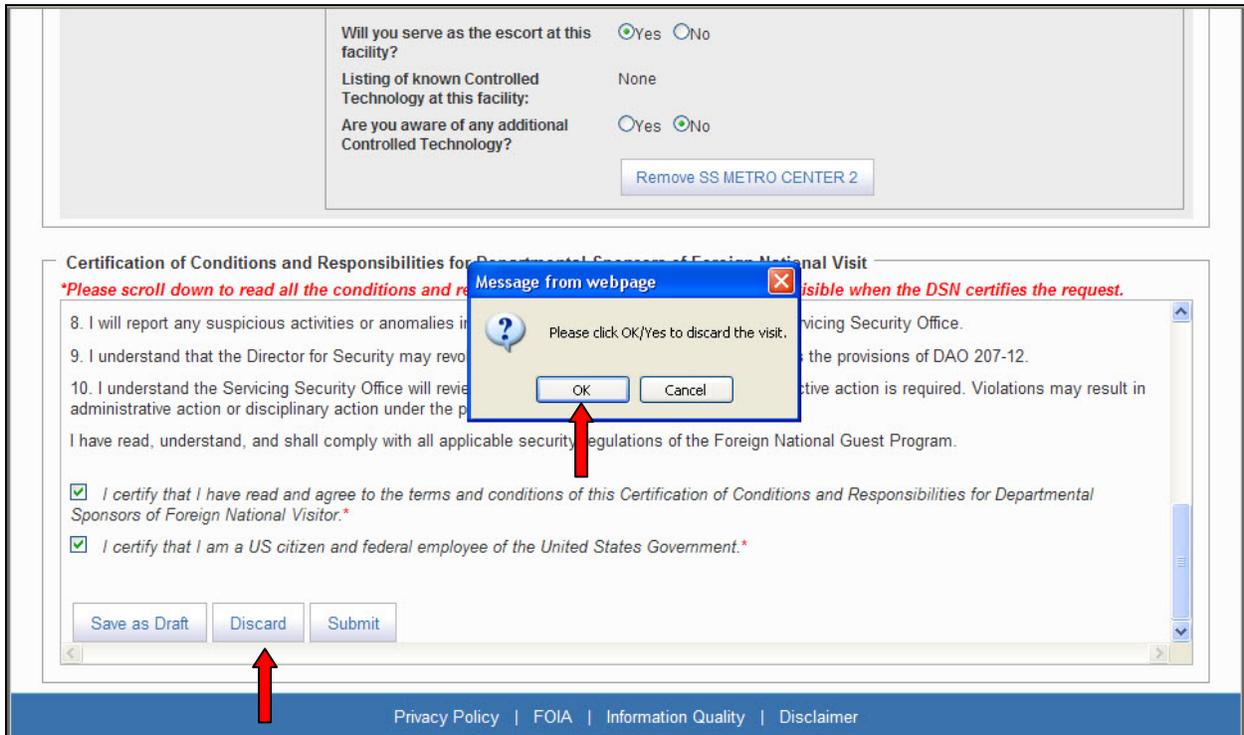
Pages [1]

PENDING ACTIONS BY OTHERS									
Request ID	FN Name	Date Submitted	Arrival Date	Departure Date	DSN	CTC	CAOR	CAOA	OSY
No records found.									

APPROVED VISITS

- Step 2. Click on the link "Draft" for the request you want to discard. The application will open a window that allows you to see all of the details for the request.

- Step 3. Scroll to the bottom of the screen, and click on DISCARD pushbutton. The application displays a message, prompting you to confirm whether or not you wish to discard the draft request.



- Step 4. Click on the OK pushbutton to confirm the discard of the draft request. The application displays the message, “The request is discarded”.
- Step 5. Click on the OK pushbutton to close the message window. The application returns to your Home page. The draft request no longer appears on your Home page as a request pending your review. **Note:** The application does not send email notifications to NOAA officials when you discard a draft request.

How Do I Use Search to Find a Request?

- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the SEARCH VISITS tab. The application displays list of all requests for your Line Office (LO).

Titra Hamilton - Departmental Sponsor/NOAA Logout

[Home](#) [New Visit](#) [User Profile](#) [Contact FNRS Support](#)

Search Visits

Dashboard Search Visits

Request Status:

Request Category:

Request ID:

	REQUEST ID	FN NAME	DATE SUBMITTED	ARRIVAL DATE	DEPARTURE DATE	DSN	CTC	CAOR	CAOA	OSY
G	G11000066	Oprah Winfrey	06/10/2011	06/10/2011	06/17/2011	S	✓	✓	✓	✓
V	V11000041	Conan O'Brien	06/10/2011	06/13/2011	06/14/2011	S				✓
V	V11000036	Kanye West	06/06/2011	06/07/2011	06/08/2011	S				✓
G	G11000058	Lucille Pelt	06/03/2011	06/03/2011	06/10/2011	S	✓	✓	✓	✓
G	G11000057	Linus Pelt	06/03/2011	06/03/2011	06/10/2011	S	✓	✓	✓	✓
V	V11000035	Jackson Jones	06/03/2011	06/06/2011	06/07/2011	S				✓
G	G11000056	Grace Jones	06/01/2011	06/01/2011	06/07/2011	S	✓	✓	✓	✓
V	V11000033	Cleopatra Jones	06/01/2011	06/02/2011	06/03/2011	S				✓
G	G11000055	(Lady) Jayne Fonda	05/27/2011	05/27/2011	05/31/2011	S	✓	✓	✓	✓
G	G11000054	Helen Potter	05/27/2011	06/01/2011	09/05/2011	S	✓	✓	✓	✓

Pages [1 2]

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- Step 3. Enter search criteria. You can search by:
 - Request Status
 - Request Category (Visit or Guest)
 - Request ID
- Step 4. Click on the SEARCH pushbutton. The application displays all requests for your LO that meet the search criteria entered.

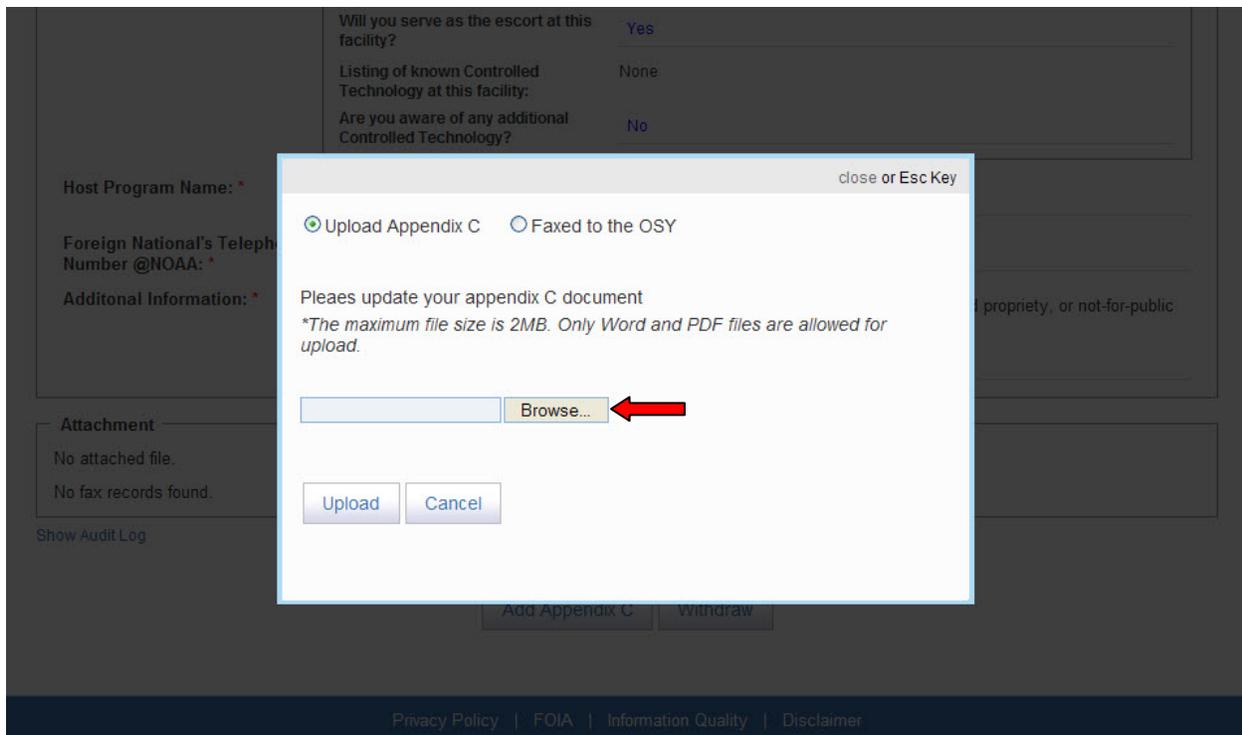
How Do I Upload the Certification of Conditions and Responsibilities for a Foreign National Guest (Appendix C)?

After OSY conditionally approves a guest request, you must send the completed Appendix C to OSY within 48 hours of the arrival of your FN guest. To upload the Appendix C, you:

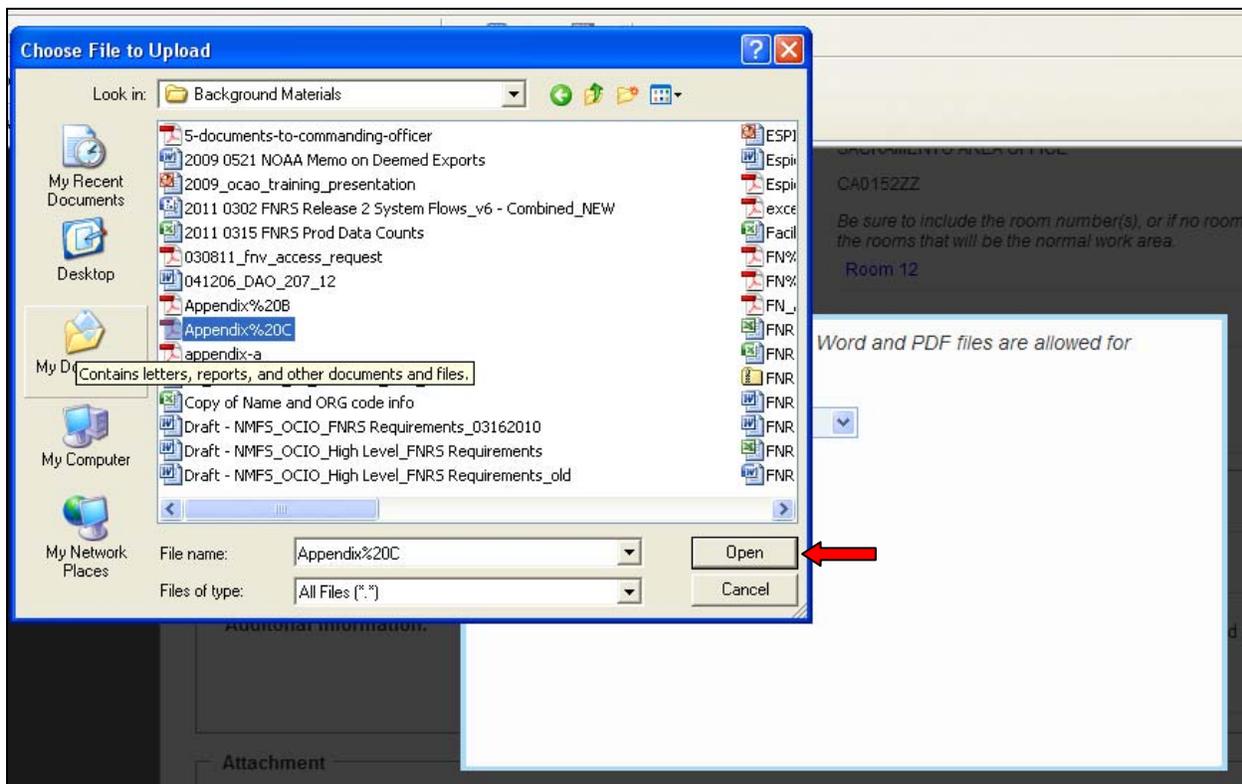
- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the Request ID for the applicable guest request record. The application opens request, allowing you to see all of the details for the request.

Will you serve as the escort at this facility?	Yes
Listing of known Controlled Technology at this facility:	None
Are you aware of any additional Controlled Technology?	No
Host Program Name: *	NOAA Research Exchange Program
Foreign National's Telephone Number @NOAA: *	(301) 427-8888
Additional Information: *	Does the visit involve classified, sensitive but unclassified (SBU), or otherwise controlled propriety, or not-for-public release data, information, or technology? No
Attachment No attached file. No fax records found.	
Show Audit Log	
 <input type="button" value="Add Appendix C"/> <input type="button" value="Withdraw"/>	
Privacy Policy FOIA Information Quality Disclaimer	

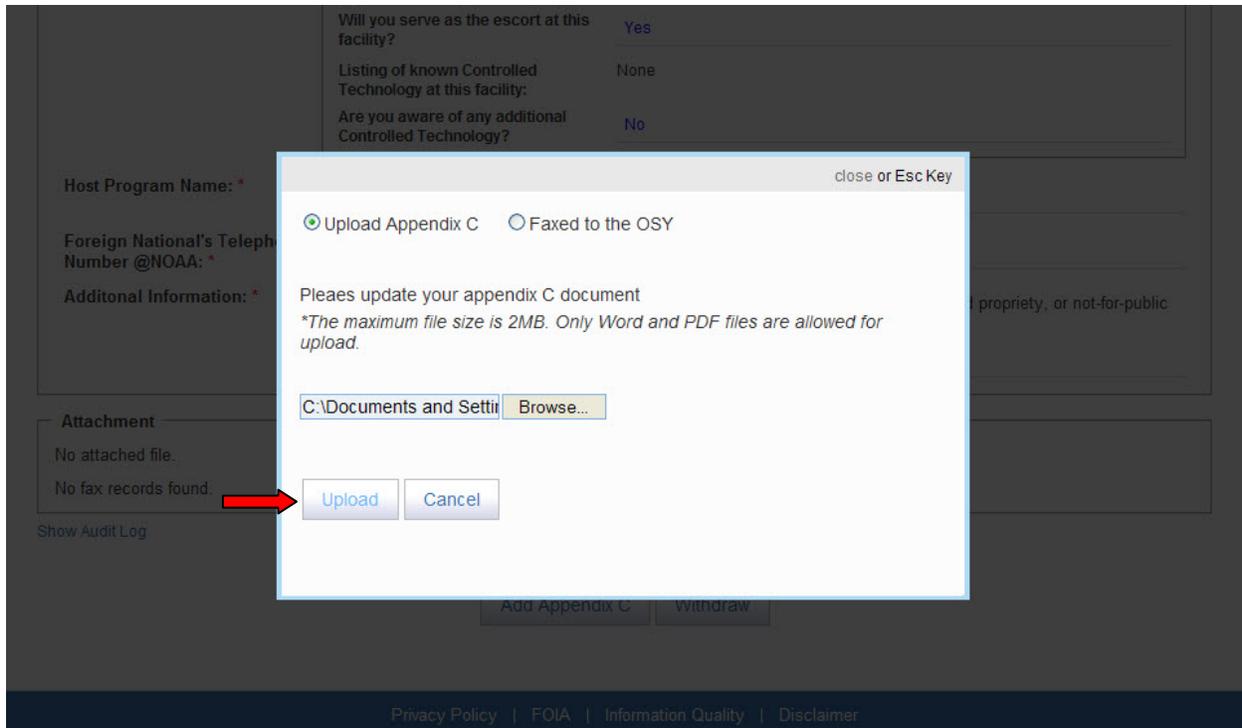
- Step 3. Click on the ADD APPENDIX C pushbutton. The application opens a window that allows you to:
 - Upload a scanned copy of the completed Appendix C. **Note:** The size limit for all attachments is 2 megabytes.
 - Indicate that you sent the Appendix C via fax. **Note:** The sending the Appendix C via fax is not the preferred method, and should be done on an exception basis. If you opt to send the Appendix C via fax, you need to enter the date of the fax into FNRS.



- Step 4. Select the **UPLOAD APPENDIX C** radio button.
- Step 5. Click on the **BROWSE** pushbutton. The application opens the **CHOOSE FILE TO UPLOAD** window.



- Step 6. Select the Appendix C document.
- Step 7. Click on the OPEN pushbutton. The CHOOSE FILE TO UPLOAD window closes.



- Step 8. Click on the UPLOAD pushbutton. The application displays a message to confirm the upload.



- Step 9. Click on the CLOSE pushbutton to end the upload process. The application:
 - Updates the request to indicate that the Appendix C is now attached.
 - Routes the request back to OSY for final approval.
 - Allows OSY to view the attachment.
 - Allows OSY to see the date and time when the Appendix C was uploaded.



How Do I Upload a Corrected Certification of Conditions and Responsibilities for a Foreign National Guest (Appendix C)?

After OSY conditionally approves a guest request, you must send the completed Appendix C to OSY within 48 hours of the arrival of your FN guest. The application also allows you to upload a corrected Appendix C if needed. If the initial Appendix C that you submit for your foreign national visitor or guest contains errors (i.e., missing the signature for your foreign national guest), your designated OSY representative will reject the Appendix C. The application will:

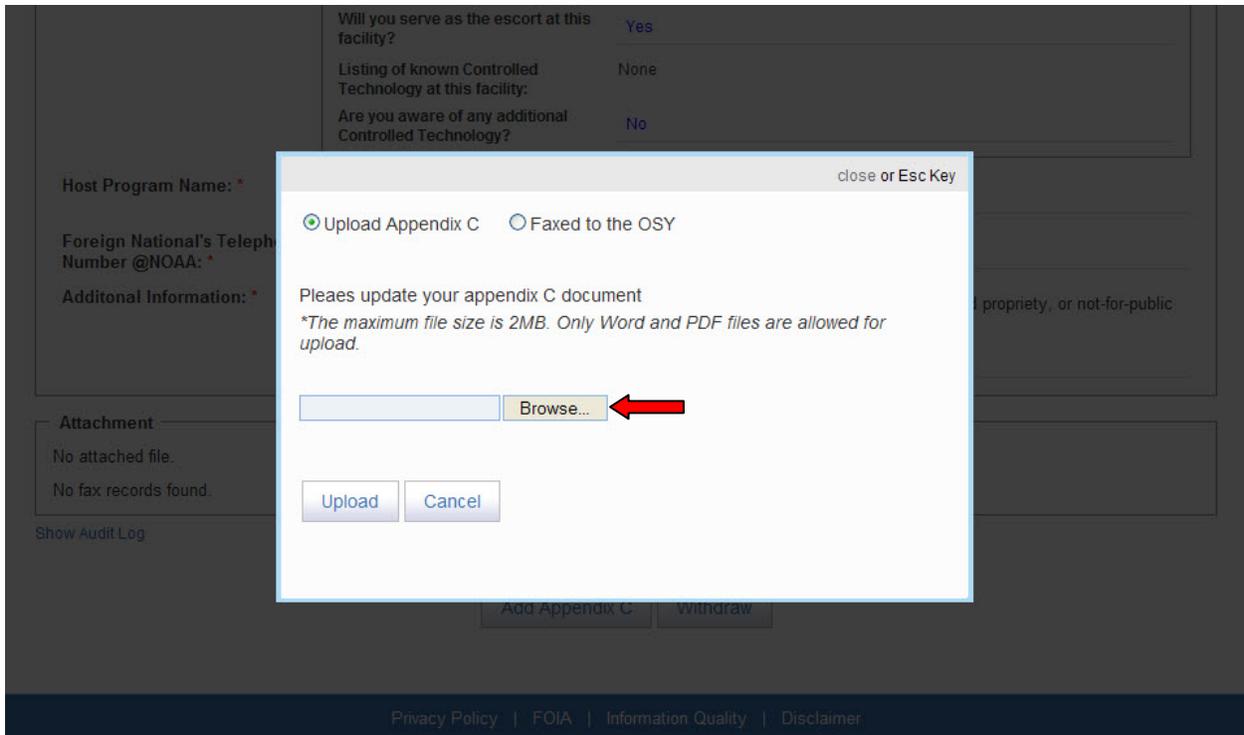
- Display the request on your Home page in the section for items “Pending for Your Review”.
- Send you an email indicated that OSY rejected the Appendix C for your foreign national guest.

To upload a corrected Appendix C, you:

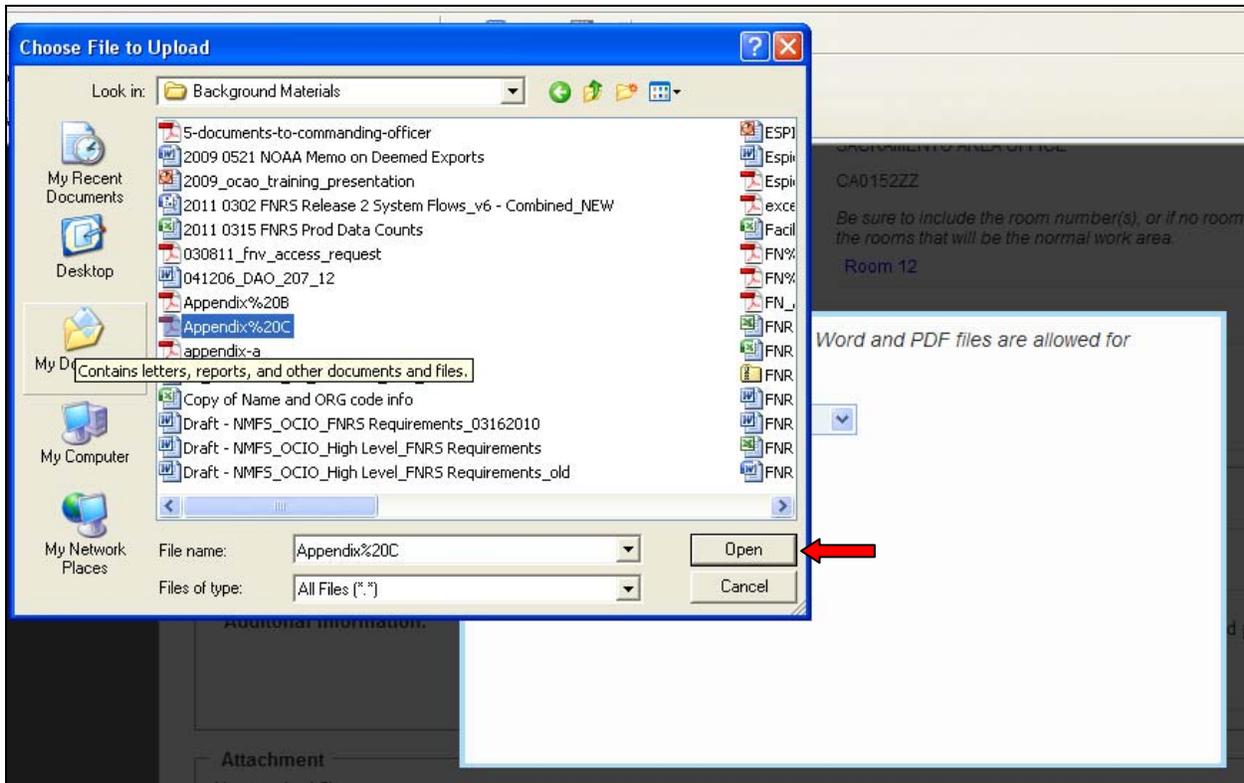
- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the Request ID for the applicable guest request record. The application opens request, allowing you to see all of the details for the request. The application also displays a message indicating that OSY rejected the Appendix C.

	Will you serve as the escort at this facility? Yes
	Listing of Known Controlled Technology at this facility: None
	Are you aware of any additional Controlled Technology? No
Host Program Name: *	NOAA Scientific Research and Entertainment Exchange Program
Foreign National's Telephone Number @NOAA: *	(999) 111-2222
Additional Information: *	Does the visit involve classified, sensitive but unclassified (SBU), or otherwise controlled propriety, or not-for-public release data, information, or technology? No
Attachment	
• Appendix C - Appendix%20C.pdf 11/28/2011 16:11 - The file was rejected by the OSY.	
No attached file.	
No fax records found.	
Show Audit Log	
Add Appendix C Withdraw	
Privacy Policy FOIA Information Quality Disclaimer	

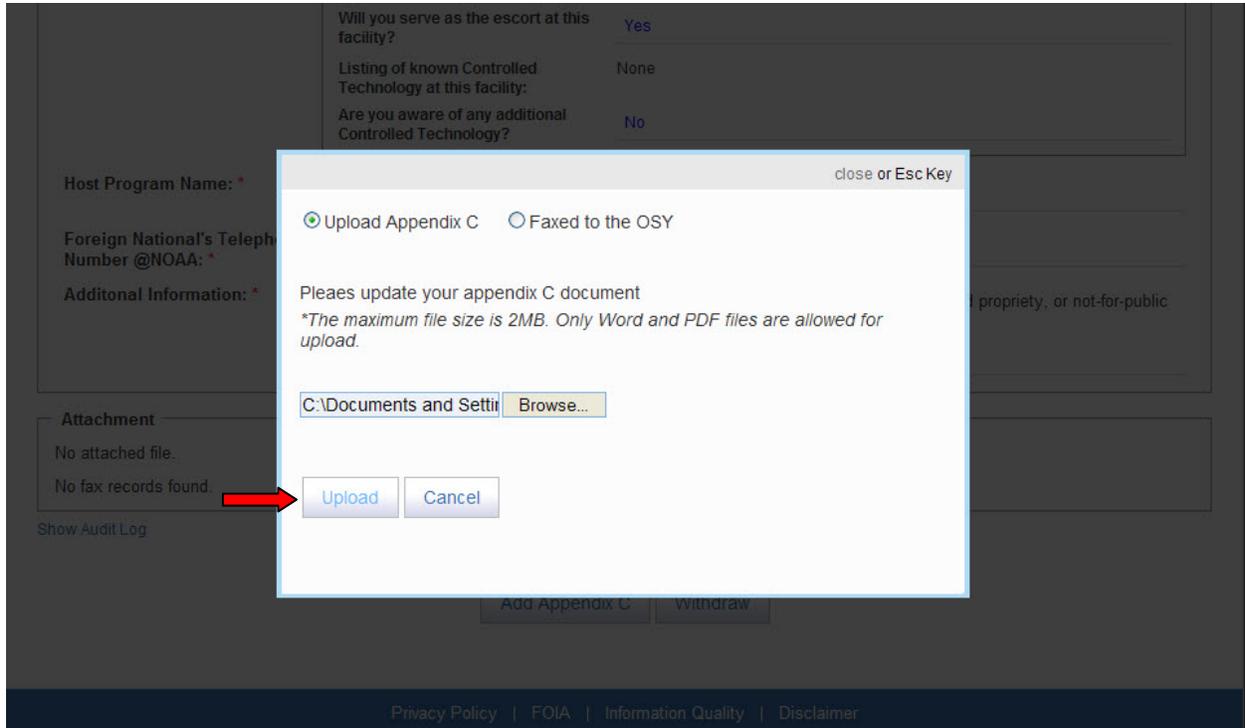
- Step 3. Click on the ADD APPENDIX C pushbutton. The application opens a window that allows you to upload a corrected Appendix C.



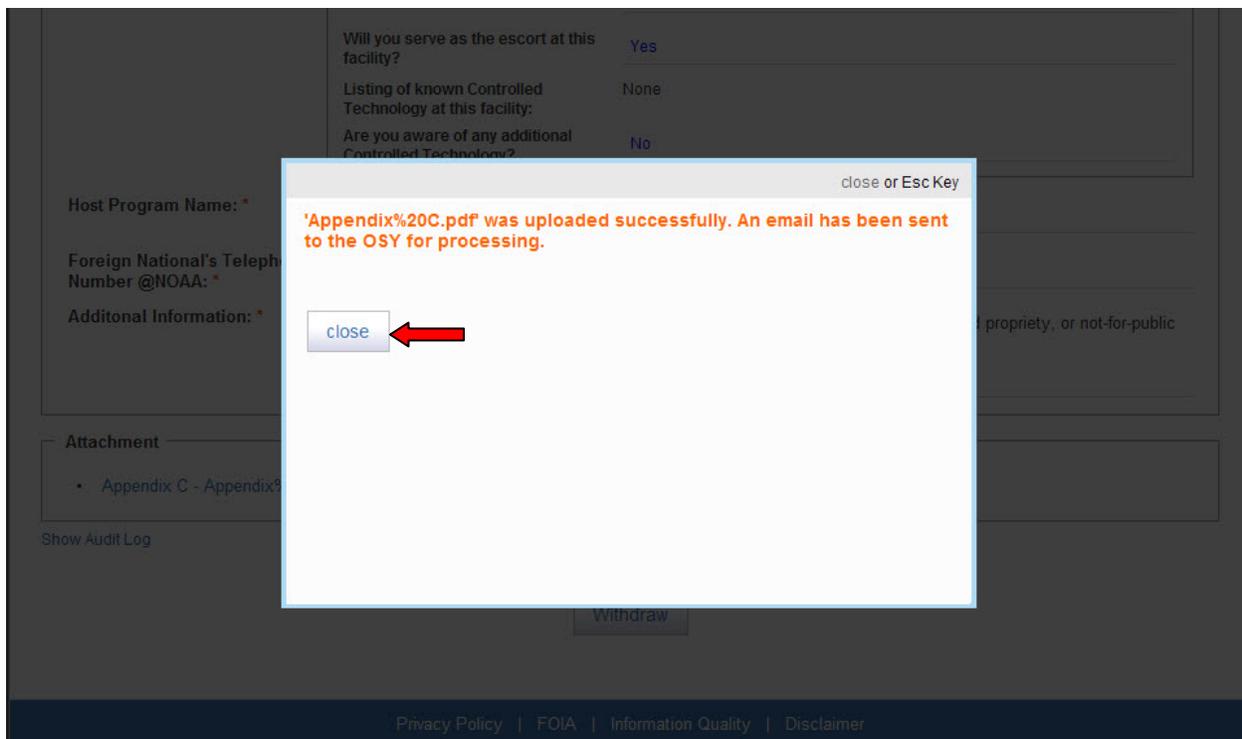
- Step 4. Select the **UPLOAD APPENDIX C** radio button.
- Step 5. Click on the **BROWSE** pushbutton. The application opens the **CHOOSE FILE TO UPLOAD** window.



- Step 6. Select the corrected Appendix C document.
- Step 7. Click on the OPEN pushbutton. The CHOOSE FILE TO UPLOAD window closes.



- Step 8. Click on the UPLOAD pushbutton. The application displays a message to confirm the upload.



- Step 9. Click on the CLOSE pushbutton to end the upload process. The application:
 - Updates the request to indicate that the Appendix C is now attached.
 - Routes the request back to OSY for final approval.
 - Allows OSY to view the attachment.

What Happens After I Submit a Request?

After you submit your request for a FN visitor request, the application:

- Routes it to your designated Office of Security Services (OSY) personnel for review if it is for a visitor.
- Sends an email notification to OSY.
- Sends an email notification to you as the DSN when OSY approves or denies the request, or requests more information.

For a FN guest request, the application:

- Routes the request to the following NOAA officials for review:
 - CTC
 - Chief Administrative Office Reviewer (CAO-R)
 - Chief Administrative Officer Approver (CAO-A)
 - OSY for review.
- Generates email notifications to all NOAA officials as the request moves through the approval process.
- Sends emails notifications to you as the DSN:
 - When each NOAA official approves the request.
 - When a NOAA official requests more information.
 - If a NOAA official denies the request.
 - To remind you to:
 - Submit the Appendix C document no later than 48 hours after the FN guest arrives.
 - Confirm the actual arrival date of the FN guest no later than 48 hours after the FN guest arrives.
 - Confirm the actual departure date of the FN guest no later than 48 hours after the planned departure date.
 - Submit a renewal request if necessary by no later than 30 days before the planned departure date.

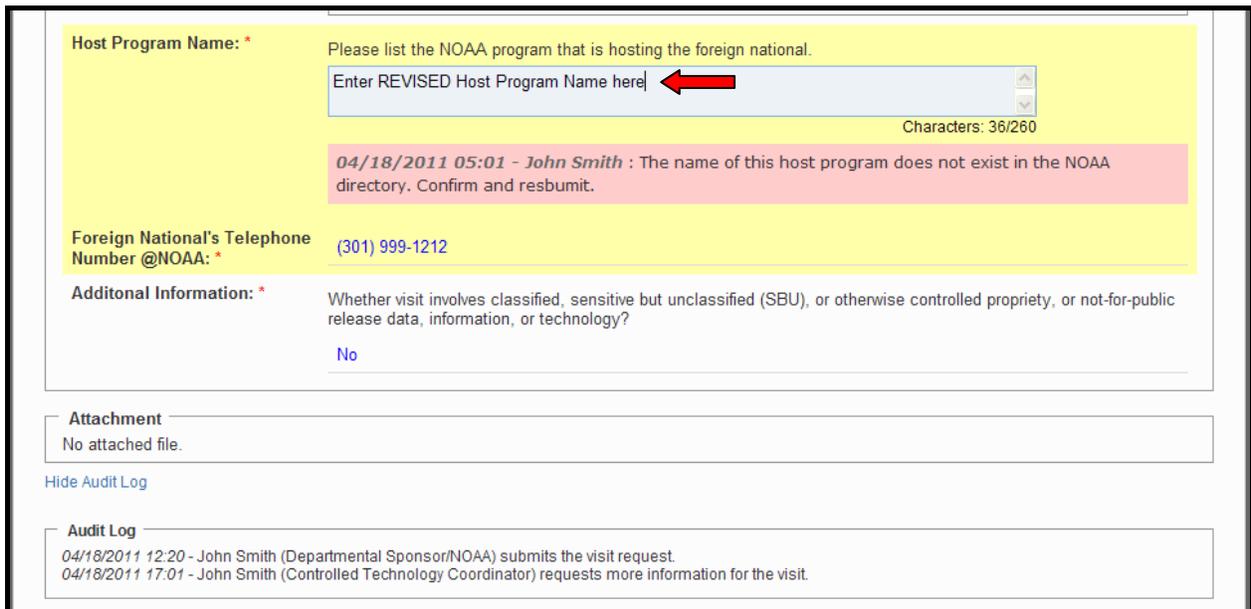
What Happens if a NOAA Official Requests Additional Information?

Any NOAA official can return a request for more information. The application routes all such requests back to the DSN. The DSN:

- Receives an email notification indicating that an NOAA official has returned a request for more information.
- Can only address those specific comment(s) noted in the returned request.

To view the returned request, you:

- Step 1. Click on the HOME pushbutton to return to your Home page. The applicable request has a status indicator of **?** in the column for the NOAA official who requested additional information.
- Step 2. Click on the Request ID for the applicable request. The application opens the request so that you can view details.



Host Program Name: * Please list the NOAA program that is hosting the foreign national.
Enter REVISED Host Program Name here 
Characters: 36/260

04/18/2011 05:01 - John Smith : The name of this host program does not exist in the NOAA directory. Confirm and resubmit.

Foreign National's Telephone Number @NOAA: * (301) 999-1212

Additional Information: * Whether visit involves classified, sensitive but unclassified (SBU), or otherwise controlled propriety, or not-for-public release data, information, or technology?
[No](#)

Attachment
No attached file.

[Hide Audit Log](#)

Audit Log
04/18/2011 12:20 - John Smith (Departmental Sponsor/NOAA) submits the visit request.
04/18/2011 17:01 - John Smith (Controlled Technology Coordinator) requests more information for the visit.

- Step 3. Revise the data to address the particular comment. Note: You can only mo
- Step 4. Click in the RESUBMIT pushbutton. The application opens a CONFIRMATION page. The CONFIRMATION page indicates that the request has been re-submitted.

NOAA FOREIGN NATIONAL REGISTRATION SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

John Smith - Departmental Sponsor/NOAA Logout

[Home](#) [New Visit](#) [User Profile](#) [Contact FNRS Support](#)

Confirmation

FOREIGN NATIONAL VISIT INFORMATION

Request Category: Your guest request has been re-submitted to CT coordinator for processing. You will receive a confirmation email.

Request ID: G11000017

Foreign National Name: Taylor, Elizabeth

Arrival date: 08/22/2011

Departure date: 09/26/2011

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If NOAA officials approve the request, then you will need to:

- Submit the Appendix C to OSY for FN guest requests.
- Confirm the actual arrival and departure dates for the FN visitor or guest you sponsored.

NOAA officials return requests for more information due to a lack of detail in the visit justification for example. If the additional information provided is not sufficient (or if your request deviates from the established process for FN visitors and guests), then a NOAA official can deny the request.

What Happens if a NOAA Official Denies the Request?

If a NOAA official denies a request, the application sends the DSN an email notification. To view the rejected request, you:

- Step 1. Click on the HOME pushbutton to return to your Home page. The applicable request:
 - Appears in the section for CLOSED VISIT.
 - Has a status indicator of  in the column for the NOAA official who denied the request.
- Step 2. Click in the Request ID for the applicable request to view details. **Note:** The email notification includes the justification for denying the request. The justification also appears in the audit log of the request.
- Step 3. Click on the NEW VISIT pushbutton to re-start the submission process for the previously rejected request.

How Do I Confirm the Actual Arrival Date?

FNRS sends email notifications to DSNs to remind them to confirm the actual arrival date of the FN guest no later than 48 hours after the planned departure date. To confirm the actual arrival date, you:

- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the Request ID for the request that you want to confirm. The application opens the request so that you can view the details.
- Step 3. Click on the CONFIRM ARRIVAL DATE pushbutton. The application opens a window that will allow you to record the actual arrival date.
- Step 4. Enter the actual arrival date.
- Step 5. Click on the CONFIRM pushbutton. The application returns a message indicating that the arrival date has been confirmed.

Please confirm the actual start date:  

**Please note: If the actual start date is different from the scheduled start date, the scheduled start date will still be retained in the system for violation check.*

Message from webpage 

 Arrival date '04/18/2011' is confirmed.

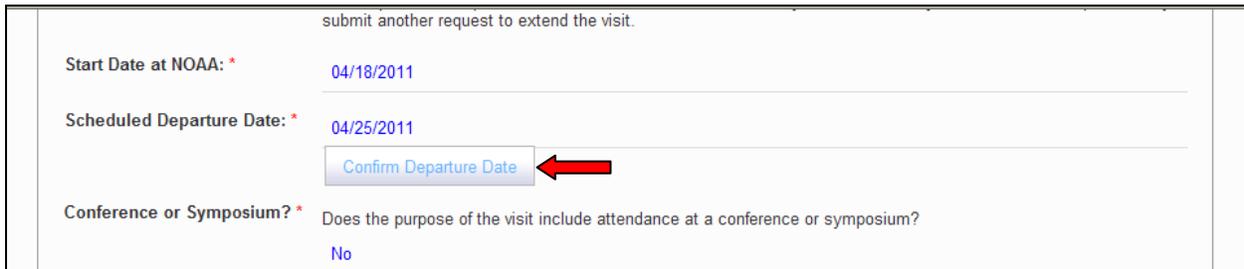
- Step 6. Click on the OK pushbutton to return to your Home page.

Once the visit is complete, you will need to log into FNRS to confirm the actual departure date.

How Do I Confirm the Actual Departure Date?

FNRS sends email notifications to DSNs to remind them to confirm the actual departure date of the FN guest no later than 48 hours after the planned departure date. To confirm the actual departure date, you:

- Step 1. Click on the HOME pushbutton to return to your Home page.
- Step 2. Click on the Request ID for the record that you want to confirm. The application opens a window that allows you to see all of the details for the request.
- Step 3. Click on the Confirm Departure Date pushbutton. The application opens a window that will allow you to record the actual arrival date.



submit another request to extend the visit.

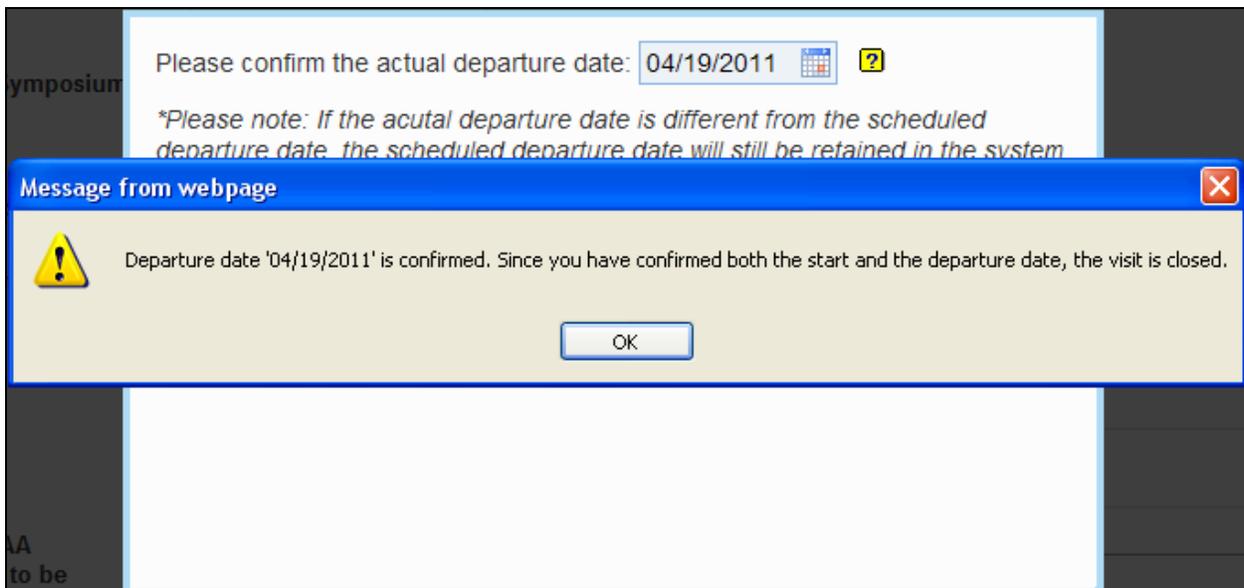
Start Date at NOAA: * 04/18/2011

Scheduled Departure Date: * 04/25/2011

Conference or Symposium? * Does the purpose of the visit include attendance at a conference or symposium?
No

A red arrow points to the 'Confirm Departure Date' button.

- Step 4. Enter the actual departure date.
- Step 5. Click on the Confirm pushbutton. The application returns a message indicating that the departure date has been confirmed and the status of the visit is "Closed".



Please confirm the actual departure date: 04/19/2011

*Please note: If the actual departure date is different from the scheduled departure date, the scheduled departure date will still be retained in the system.

Message from webpage

Departure date '04/19/2011' is confirmed. Since you have confirmed both the start and the departure date, the visit is closed.

OK

- Step 6. Click on the OK pushbutton to return to your Home page. To view the request, search on requests with a Request Status of "Closed".

How Do I Get Help?

For assistance, you can contact your FNRS Support Team for application issues Monday through Friday from 7:30AM to 5:30PM (Eastern Standard Time):

- Via email at FNRS.Support@noaa.gov
- Via phone at (301) 427-8888.
- Via fax at (301) 713-1742.

You can also send a message to the FNRS Support team directly from the FNRS application. To do this, you:

- Step 1. Click on the Contact FNRS Support pushbutton.
- Step 2. Enter a subject for your email message.
- Step 3. Enter email content to describe your problem.
- Step 4. Click on the Submit Pushbutton to send your email to the FNRS Support Team.

The screenshot displays the NOAA Foreign National Registration System (FNRS) interface. At the top, the NOAA logo and the text 'NOAA FOREIGN NATIONAL REGISTRATION SYSTEM' are visible. Below this, the user is identified as 'John Smith - OSY Representative' and a 'Logout' link is present. A navigation menu includes 'Home', 'Reports', 'User Profile', and 'Contact FNRS Support', with the latter highlighted in green and a red arrow pointing to it. The main content area is titled 'Contact Support' and contains a form for sending an email. The form includes a 'User Name' field with the value 'John Smith', an 'Email Subject' text box, and a larger 'Email Content' text area. A 'Submit' button is located at the bottom of the form, with a red arrow pointing to it. The footer of the page contains links for 'Privacy Policy', 'FOIA', 'Information Quality', and 'Disclaimer'.

Appendix A – Checklist of Information Needed Before Logging into FNRS

Foreign National Information

- Guest Name (First, Middle and Last)
- Gender
- Date of Birth
- Country of Birth
- Country of Citizenship
- Country of Permanent Residence
- Country of Current Residence
- Dual Citizenship (If yes, then provide both countries)
- Passport Number
- Country of Passport

Visit Information

- Start Date at NOAA
- Scheduled Departure Date (If for a conference or symposium, then provide duration of the event)
- Purpose of Visit (Be brief and spell out acronyms)
- Justification for Visit (Provide details)*
- Position (Contractor, Guest Researcher, Cooperative Institute or Other)*
- Facilities to be Accessed
- Line Office (e.g. NMFS)
 - FMC (e.g. NEFSC, PIRO, HQ, etc.)
 - FMC State (e.g. NEFSC, Massachusetts)
 - FMC Facility Name (e.g. Main Lab Building)
 - NMAO Ships/Airplanes to be Accessed
 - Designated area of facility (e.g. Room number)
- Host Program Name*
- FN Phone Number while a guest at your facility*

***Only needed for a guest request.**