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**NOAA  
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## **Foreign National Registration System User Guide**

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

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# Instructions for Using the NOAA Foreign National Registration System

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

## Background:

Hosting Foreign National Guests to conduct collaborative research, participate in field research activities, and other duties is an important activity for NOAA scientists and staff. The NOAA Foreign National Registration System (FNRS) was designed to provide sponsors of Foreign National Guests to NOAA facilities, ships, and airplanes a single location to enter the information required to obtain appropriate approvals for a visit.

The following are instructions for logging on to and processing a request to sponsor a Foreign National Guest using the FNRS. However, prior to logging on it is important that you have all of the information you will need to complete the request. The data you will need to complete the request is listed at the end of this User Guide (Appendix A).

## Logging In:

Once you have obtained the information you will need to submit the request, log on to FNRS using your NOAA email user name (without the @noaa.gov). To use the system you must be the NOAA employee who will be the Departmental Sponsor for the Foreign National Guest visiting your facility. The registration system will auto-populate the sponsor information from the NOAA email directory (LDAP); however you are required to verify that the information is correct.



The screenshot shows the NOAA Foreign National Registration System (FNRS) User Login page. At the top left is the NOAA logo. The page title is "Foreign National Registration System". Below the title is the "User Login" section. It contains a disclaimer: "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." Below the disclaimer is a checkbox labeled "I agree" which is checked. There are two input fields: "User ID:" with the text "Frank.Almeida" and "Password:" with a masked password of eight dots. At the bottom are two buttons: "Logon" and "Clear Form".

You will not be able to enter your user ID or Password until you've read the notice and clicked the 'I Agree' box.

**Status Dash Board:**

Once logged on, the first screen you see will list all other requests for guest approvals you may have in the system.

The screenshot shows the 'Foreign National Registration System' dashboard. At the top left is the NOAA logo. The title 'Foreign National Registration System' is centered. Below the title, the user is logged in as 'Frank Almeida Acting for Frank Almeida as Departmental Sponsor/NOAA' with a 'Logout' link. A navigation bar includes icons for Home, Help, New Request, and Administration. The main content area is divided into three sections: Pending Requests, Completed Requests, and Rejected Requests. Each section contains a table with columns for Request ID #, Guest Name, Date Submitted, Action, and Approvals (CTC, CAOR, CAO, OSY).

Pending Requests [ more ]									
Request ID #	Guest Name	Date Submitted	Action	CTC	CAOR	CAOA	OSY		
2293	July2 test-7	07-02-2008	View go	✓	✓	✓			

  

Completed Requests [ more ]									
Request ID #	Guest Name	Date Submitted	Action	CTC	CAOR	CAOA	OSY		
2281	Issue-16 test	06-30-2008	View go	✓	✓	✓	✓		
2247	Roger Federer	06-12-2008	View go	✓	✓	✓	✓		
2209	Jane Doe	06-10-2008	View go	✓	✓	✓	✓		
2207	Jon Doe	06-10-2008	View go	✓	✓	✓	✓		

  

Rejected Requests [ more ]									
Request ID #	Guest Name	Date Submitted	Action	CTC	CAOR	CAOA	OSY		
2292	July2 Test-6	07-02-2008	View go	X					
2290	Jun30 Test-5	07-01-2008	View go	X					
2287	June30 Test-4	06-30-2008	View go	✓	X				
2278	Jun30 test-3	06-30-2008	View go	✓	✓	✓		X	
2276	Jun30 Test-2	06-30-2008	View go	X					

**New Request:**

On the Status Dash Board, Click on **New Request**.

This block shows a partial view of the dashboard's navigation bar. It includes the NOAA logo, the title 'Foreign National Registration System', the user name 'Frank Almeida Acting for Frank Almeida as Departmental Sponsor/NOAA', and the 'Logout' link. The navigation icons for Home, Help, New Request, and Administration are visible, with 'New Request' being the focus of the instruction.

Enter the information required information for your guest's visit on the next screens. The first screen includes information for your guest. If you are unsure of the definition of any of the required fields, click on the field name to open the Help file. Help will open in a new window.

You MUST check the DOC Bureau of Industry and Security lists to determine if your guest is on a 'Denied Persons' list.

Home Help New Request Administration

Departmental Sponsor - Foreign National Visit Registration Form

**Foreign National Information**

*Required fields are indicated with an asterisk (\*)*

Guest First Name(s) : \*

Guest Middle Name(s) :  No Middle Name

Guest Last Name(s) : \*

**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

Gender (M/F) : \* M  F

Country of Birth : \*

Country of Citizenship : \*

Country of Current Residence : \*

Dual Citizenship? : \*  Yes  No

Home Country : \*

Date of Birth : \*  Jan  1  1990

Passport Number : \*

Country of Passport : \*



Clicking the link will bring you to this website. Review each of the five lists to determine whether or not your Foreign National Guest is on one.

## Departmental Sponsor Information:

Review your Departmental Sponsor Information and make any necessary corrections. If there is an error in any of the data you should also contact your local IT staff in order to have the LDAP corrected.

Departmental Sponsor Information	
Please review/verify the information below.	
Sponsor First Name(s) *	Frank
Sponsor Middle Name(s) :	
Sponsor Last Name(s) *	Almeida
Bureau/Operating Unit or Office *	NMFS
Title:	Fishery Administrator
Street Address: *	166 Water Street
City: *	Woods Hole
State: *	MASSACHUSETTS
Zip Code:*	02543
Telephone Number:*	(508) 495-2233
Email Address:*	Frank.Almeida@noaa.gov

Enter the required Visit Information. Note that you should enter this data at least 30 calendar days in advance of the visit. The purpose of the visit should be a brief description such as "Participate in research vessel survey". The justification should be more detailed.

Visit Information	
	The CAO's endorsement is valid for one year. Sponsors may resubmit the foreign national guest request in one year's time to extend the visit of the foreign national.
Start Date at NOAA:*	<input type="text"/>
Scheduled Departure Date:*	<input type="text"/>
Purpose of Visit:*	(Maximum time period: 1 year)
(NO ACRONYMS)	<input type="text"/>
Justification for Visit:*	<input type="text"/>
Please provide a statement of value describing the collaborative efforts and contributions by the Foreign National Guest that will further NOAA's mission. Include sufficient and specific detail and clarity regarding the qualifications and expertise that the foreign national will contribute to your project. (NO ACRONYMS)	
Position:*	<input type="text"/>

The Position field is a dropdown list; chose Contractor, Guest Researcher, Cooperative Institute, or Other.

Select the Facility your guest will be accessing during the visit using the dropdown lists. Once the facility is chosen, click the Required Facility Information button and enter the specific information required. If you indicate that you will not serve as the Foreign National's Escort, you will be prompted to enter the Designated Escort's name and email address. If you indicate that you are aware of Controlled Technology in addition to any that is listed for the facility, you will be prompted to provide specific information on that technology.

Please select at least one facility (not including Ships/Airplanes) or one NMAO Ship/Airplane: \*

**Facilities (not including Ships/Airplanes) to be Accessed:** \*If your facility is not present, please contact [fnis.support@noaa.gov](mailto:fnis.support@noaa.gov).

AQUARIAM/MAINTENANCE BUILDING

MAIN/LAB BUILDING

Required Facility Information

**Required Facility Information**

**AQUARIAM/MAINTENANCE BUILDING - Contact: GODLEWSKI, JOSEPH**

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.

Designated Area of Facility (building name, room number, etc.):\*

Will you serve as the escort at this facility?\*  Yes  No

\* Since you are not serving as the Escort please designate one. (View Requirements)

Designated Escort First Name(s):

Designated Escort Middle Name(s):

Designated Escort Last Name(s):

Designated Escort Email:

Listing of known Controlled Technology at this facility: None

Are you aware of any additional Controlled Technology:\*  Yes  No

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**MAIN/LAB BUILDING - Contact: GODLEWSKI, JOSEPH**

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.

Designated Area of Facility (building name, room number, etc.):\*

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

Enter similar information for any Vessel or Airplane the Foreign National Guest may access during the visit.

**NMAO Ships/Airplanes to be Accessed:**

Small Vessels	Large Vessels	Airplanes
ERNEST II	ALBATROSS IV	N42RF
Edgewater	DAVID STARR JORDAN	N43RF
FOCI Walke Bay 801	DELAWARE II	N45RF
GANDY	FAIRWEATHER	N46RF
GLORIA MICHELLE	GORDON GUNTER	N47RF
<b>Unselect All</b>	<b>Unselect All</b>	<b>Unselect All</b>

Required Ship/Airplane Information

<b>ALBATROSS IV - Contact: Commanding Officer - ALBATROSS IV</b>	
This facility has EAR-99 technology and technology controlled for Anti-Terrorism reasons. Access control plans restrict access to foreign nationals from Anti-Terrorism countries. Additional controlled technology with more restrictive licensing requirements is listed below (if applicable).	
Will you serve as the escort at this facility? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Listing of known Controlled Technology at this facility. *	<ul style="list-style-type: none"> <li>• P-Code GPS with decryption</li> <li>• TSS IMU 335B Serial # 558</li> </ul>
Are you aware of any additional Controlled Technology:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Controlled Equipment Description:	<input type="text"/>
ECCN: (unless ITAR or DOC controlled)	<input type="text"/>
Sunflower Code:	<input type="text"/>
<b>GLORIA MICHELLE - Contact: Andy Hall</b>	
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.	
Will you serve as the escort at this facility? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Listing of known Controlled Technology at this facility. *	None
Are you aware of any additional Controlled Technology:*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Enter the Program Name under which the Foreign National will be working (e.g. JIMAR, NRC Post-Doc Associate, Contractor name, etc.) and his/her telephone number while at your facility. Also indicate whether or not the guest will have access to any Classified, Sensitive But Unclassified, or other controlled data or information and expect to be contacted by the Security Office if the answer is Yes.

Finally, read the "Certification of Conditions and Responsibilities for Departmental Sponsors of Foreign National Guests". Once you have read and agree to the terms, check the certification boxes.

If there is information that you know is missing from the registration that must be entered prior to submission, click Save as draft. The registration will be saved for you to return to and complete later. If the registration is complete, click the Submit button.

Host Program Name  
(Include Contractor Name, Program, Joint Institute, etc.):\*

FN Telephone Number:\*

Will this visit involve any classified, Sensitive But Unclassified (SBU), or otherwise controlled, proprietary, or not-for-public release data, information, or technology?: \*

Yes  No

**Certification of Conditions and Responsibilities for Departmental Sponsors of Foreign National Guests**

**\*Please scroll down to read all the conditions and responsibilities. The submit button is at the bottom.**

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.

[Go to top of page](#)

Once submitted, the appropriate Controlled Technology Coordinator (CTC) for your Line Office will be notified via email that a request for a Foreign National visit has been submitted. The CTC will then review the request and either Approve it, request additional information if portions of the request are unclear or incomplete, or Reject the request.

Once approved by the CTC, the request will be forwarded to the NOAA Chief Administrative Officer (CAO) for approval. The CAO will also review the request and either Approve it, request additional information if portions of the request are unclear or incomplete, or Reject the request.

Once approved by the CAO, the request will be sent to the appropriate regional Office of Security for review and approval. During each step of the process, the sponsor will be notified via email of the status of the request. If you are notified that additional information is required at any stage of the approval process, you should log back into FNRS, select the request that needs revision (it will be highlighted with a comment or instructions from the Requestor), and update the entry.

## Getting Help:

For NMFS application issues please contact:

E-mail: [FNRS.Support@noaa.gov](mailto:FNRS.Support@noaa.gov)

Phone: (301) 713-2376

Fax: (301) 713-1742

Mon-Fri 7:30 am - 5:30 pm (Eastern)

If you need an account administration and

For local desktop issues, and connectivity problems please contact your local IT support center.

For Access to FNRS, or Deemed Export/Business Process related questions please contact your Controlled Technology Coordinator.

## Glossary/Definitions of Terms:



For glossary of terms or definitions, please click on the Help icon on your screen. You may also click of the labels in the forms to see the definitions.

## **Appendix A:**

### **Information to have ready before you log on to the Foreign National Registration System**

#### **Foreign National Guest Information**

Guest Name (First, Last, MI)  
Gender  
Country of Birth  
Country of Citizenship  
Country of Current Residence  
Dual Citizenship (if Yes, need both Countries)  
Home Country  
Date of Birth  
Passport Number  
Country of Passport

#### **Visit Information**

Start Date at NOAA  
Scheduled Departure Date  
Purpose of Visit (brief)  
Justification for Visit (detailed)  
Position (Contractor, Guest Researcher, Cooperative Institute, 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)  
    Designated area of facility (e.g. Room number)  
NMAO Ships/Airplanes to be Accessed  
Host Program Name  
FN Phone Number while a guest at your facility