

ORC USE ONLY

Request for Baggage License Exception

Date Approved:

Instructions and Certifications (Failure to follow may result in a delay in processing)

Complete this form if the following conditions **apply** (additional analysis may be required by the Office of Research Compliance):

1. individual is a "U.S. person";
2. travel outside the U.S. is temporary;
3. item is personal (*i.e., not TAMUCC property or owned*);
4. item is for personal use (*e.g., personal effects, household goods, vehicles, tools of trade under certain circumstances*); and
5. item will be brought back or otherwise returned to the U.S.

If the above conditions **do not apply, contact** the Research Compliance and Export Control Officer for further determination.

By signing this Request for Baggage License Exception (Request), the Requestor certifies the following:

1. TrainTraq Training "2111212: Export Controls and Embargo Training - Basic Course" has been completed, is current (expires after two years), and its Completion Report is included as an attachment;
2. Has read and understood the responsibilities set forth in TAMUCC Rule 15.02.99.C1 and the TAMUCC Export Control Manual, regarding export control;
3. Will coordinate with the Office of Sponsored Research Administration (OSRA) regarding sponsored projects, funding, and other requirements;
4. Will coordinate with the Office of Research Compliance (ORC) regarding this Request, other related export control determinations, and any other related compliance determinations;
5. Has read and reviewed this Request; any applicable supporting documentation or third-party approval has been obtained from the appropriate authority and has been included as an attachment to the Request; has signed the Request electronically;
6. Has submitted the Request a **minimum of thirty (30) days in advance** of the anticipated travel; will communicate whether there is a firm travel date or other deadline associated with the Request; and
7. Will keep a copy of this Request, if approved, during travel abroad.

After completing the foregoing, submit the Request with supporting documentation via email to the Research Compliance and Export Control Office:

research.compliance@tamucc.edu

Requestor Information; Description of Items and Travel; Certifications and Signature

First Name:

Last Name:

Date:

Indicate whether travel is funded by a sponsored research project (i.e., grant, award).

If "yes," provide Maestro #:

Provide the purpose of the travel abroad.

Provide a description of the items, technology, or software that will be carried abroad, and how they will be used.

Destination Country (include all):

Date departing the United States: Date returning to the United States:

By signing below, the Requestor certifies that:

1. He/she personally owns the items, technology, or software being taken abroad to the country/countries noted above.
2. He/she is not shipping the items as unaccompanied baggage.
3. The items, technology, or software are intended for necessary and appropriate personal use only.
4. The items, technology, or software are not intended for sale or other disposal.
5. He/she will return the items, technology, or software to the United States.
6. He/she will keep the items, technology, or software under his/her "effective control" while abroad (i.e., retain physical possession of item or keep it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility).
7. He/she will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad, such as:
 - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - b. use of password systems on electronic devices that store technology, and/or
 - c. use of personal firewalls on electronic devices that store technology.
8. He/she will not ship or hand-carry the items, technology, or software to **Iran, Syria, Cuba, North Korea, or Sudan** without consulting with the Research Compliance and Export Control Officer.

Signature: