



COURIER CARD REQUEST

<p>A Courier Card is required when transporting classified information outside of AID/Washington facilities. Please fill out the sections below to request a courier card. Do not include any classified information on this form. Send this completed form to couriercard@usaid.gov.</p>		
<p>A. Name (Last Name, First Name Middle Initial):</p>		
<p>B. Employee Type: <input type="checkbox"/> Direct Hire <input type="checkbox"/> Contractor</p>	<p>C. Last 4 Digits SSN (If Contractor full SSN):</p>	
<p>D. Office Symbol:</p>	<p>E. Grade/Position:</p>	
<p>F. Length of Time: (What is the length of time in which you need a Courier Card?)</p>		
<p>G. Justification: (Explain in an UNCLASSIFIED manner.)</p>		
<p>H. Where will you be transporting the information?</p>		
<p>I. What classification level of information are you transporting?</p>		
<p>I hereby verify that I have an official requirement to transport classified information outside of AID/W office space and am not able to transport/transmit it through other means.</p>		
<p>Printed Name of Requesting Employee/Office Symbol</p>	<p>Signature of Requesting Employee</p>	<p>Date Signed</p>
<p>I hereby verify that the above listed individual requires a Courier Card for the time specified to perform his/her job duties.</p>		
<p>Printed Name of Supervisor/Title/Office Symbol</p>	<p>Signature of Supervisor</p>	<p>Date Signed</p>
<p>Privacy Act Statement Authorities: E.O 10450 Security Requirements for Government Employment, as amended; E.O. 13526 Classified National Security Information; E.O. 9397 Numbering System for Federal Accounts Relating to Individual Persons, as amended, for the Social Security Number (SSN). Purpose: This form collects your personal information to determine whether you are eligible to transport classified information. Your SSN will be used to identify you precisely when it is necessary to certify that you have access to the classified information or to determine that your access to the classified information had been terminated. Routine Uses: The personal information is used to determine your eligibility to transport classified information. This information will be shared outside USAID pursuant to the routine uses in the Privacy Act and USAID-8 Personnel Security and Suitability Investigations Records. Disclosure: Furnishing your SSN, as well as other personal information, is voluntary; however, failure to do so may delay or prevent you from being granted the ability to transport classified information.</p>		