



Jorgensen Forge Visitors

- Please arrive 15 minutes prior to your appointment to allow time for check-in.
- All visitors to Jorgensen Forge Corporation (JFC) need to bring personal identity documents. This is for U.S. export control (ITAR/EAR/NNPI) requirements.
- All visitors need to be registered internally with visitor pass (form 1612) prior to their arrival at JFC. You can pre-register by giving your identity information to your Jorgensen Forge contact/escort. To register, the following information must be provided to your point of contact at JFC:
 - NAME (First, Middle and Last for non-US citizens)
 - Job Title
 - Company or Organization
 - Address
 - Purpose/scope of visit
 - U.S. Citizen – Yes/No
 - Jorgensen Forge Contact
 - Shoe size (if you are planning on visiting manufacturing area) - steel toe shoes with metatarsal guards are required.
- Security at Jorgensen Forge Guard Station will verify your personal identity documents.
- Visitor will receive a visitor pass and a badge upon arrival at security Jorgensen Forge Guard Station for each day of their visit. Please park in the visitor parking lot, attach the badge to your clothing, read the safety instruction on the visitor pass and sign the pass before handing it to your point of contact.
- Return the visitor pass and badge to Security at Jorgensen Forge Guard Station on your way out.

US Citizens and Permanent Residents Please Bring One:

Preferred documents:

- US Passport or passport card (this is not an enhanced driver's license)
- Certified US birth certificate
- Permanent Resident Card (Green card - I-551 Form)

Acceptable documents:

- U.S. Driver license

If you do not bring one of these items with you on the day of your scheduled visit, you will not have access to any ITAR/EAR/NNPI projects, information or technical data.

Foreign Citizens (Non-US) Please Bring Your Citizen Country Passport.

If you need further information about any of these requirements, please contact one of the JFC Export Compliance Officers:

Cy Miller, email cmiller@jorgensenforge.com

Miles Dyer, email mdyer@jorgensenforge.com