

FULL-TIME BONA FIDE EMPLOYEE CERTIFICATION AND WRITTEN NOTIFICATION

For International Traffic in Arms Regulations (ITAR) controlled items, technology, and software ONLY.

NOTE: this form is not a blanket form for all activities, and must be submitted with each instance of request/certification.

Bona Fide Employee: Name:	Date:
Department/Unit:	Telephone:
Mailing Address:	Employee Email:
Supervisor/Chair/Etc.: Name:	Supervisor Email:

The International Traffic in Arms Regulations (ITAR) is a set of Federal regulations that govern the export and re-export of defense articles, defense services, and related technical data from the United States to any foreign destination – or to any foreign person, whether located in the United States or abroad. Under a specific exemption (22 C.F.R § 125.4(b)(10)), the ITAR allows NDSU to disclose unclassified technical data in the U.S. to a foreign person who is the University’s *bona fide* and full-time regular employee IF:

- the foreign person is a full-time, *bona fide*, regular NDSU employee (not temporary/adjunct foreign national faculty, or foreign national student/post-doc researcher);
- the foreign person employee’s permanent abode throughout the period of employment is in the United States;
- the foreign person employee is not a national of a country to which exports are ITAR-prohibited (ITAR – 22 C.F.R. § 126.1);
- NDSU informs the individual in writing that the technical data may not be transferred to other foreign persons without the prior written approval of the Department of State’s Directorate of Defense Trade Controls (DDTC); and
- NDSU complies with certain additional legal requirements set forth in the ITAR.

To be eligible for this ITAR license exemption, certify to the following by checking each statement:

1. _____ I am a regular, full-time, *bona fide* employee of NDSU.
2. _____ My permanent abode throughout my employment with NDSU is in the United States.
 - a. City: _____ State: _____ Country: _____
3. _____ I am not a national of a country to which exports are prohibited pursuant to ITAR § 126.1.
 - a. My country of origin is _____.
 - b. My country of most recent citizenship is: _____.
 - c. Other countries of citizenship (write “N/A” if not applicable): _____.
4. _____ Through this notification, I have been informed in writing by NDSU that unclassified, export-controlled technical data or items may not be transferred to other foreign persons without the prior written approval of the DDTC.
5. _____ I will not transfer, disclose, and/or otherwise export to other foreign persons or foreign entities any information and items that have been identified as export-controlled (under ANY set of Federal export control laws and regulations).

CERTIFICATION: By checking the above boxes and signing below, I hereby certify that I have read and understand this certification, and that I understand my overall export compliance responsibilities hereto (as described in this document and in “NDSU’s Export Controls Compliance Manual,” available at www.ndsu.edu/research/exportcontrols). I understand that I may be held personally liable if I unlawfully export and/or transfer/disclose, in any form or format, export-controlled information and items to unauthorized persons. I agree to address any questions or concerns I have regarding the classification, designation, protection, or use of export-controlled items/information with NDSU’s ECO.

/s/ _____	_____
Signature of Certifying Individual (<i>E-Signatures Legal and Enforceable</i>)	Date
RETURN TO NDSU’s EXPORT CONTROL ADMINISTRATOR: VIA E-MAIL / ONLINE / TO DEPT. 4000, RESEARCH 1 BLDG.	

/s/ _____	_____
Signature of Export Control Administrator/Empowered Official	Date