CITIZENSHIP VERIFICATION FORM INSTRUCTIONS

Section 1: Employee Information
- Print your complete name: last, first, and middle initial
- Provide your signature
- Print your employee ID or CLR number

Section 2: Verification - Please do not submit copies or the original documents to LMSecurity.
- For verification, take one of the original document items listed in this section to:
  - Your local security office
  - Your manager
  - A notary public
- The verifier must check the original document they have viewed

Section 3: Certification
- To certify the official has viewed the original document checked in Section 2, they must:
  - Print, sign their name and provide their LMID number.
  - Date the form
  - Note: Specific states will not allow the notary to sign without the subject’s signature. If this is the case, please use the last page of this document

Submitting the Form:
- Email a digital copy of the requested documents to: faxserver.lmsecurity@lmco.com (Not acceptable for fingerprints)
- If you are a current LM Employee, please utilize our Document Upload Portal. It can be found within your LMPeople.
- Mail the requested documentation to:
  Lockheed Martin Corporation
  Attn: LMSecurity
  100 Global Innovation Circle, MP801
  Orlando, FL 32825

Please do not send copies or the original of any documents listed in Section 2 to LMSecurity.
CITIZENSHIP VERIFICATION FORM

Please read the instructions carefully before completing this form.

SECTION 1: Employee Information (Please print)

Last Name ___________________ First Name ___________________ M.I. ______________

_______________________________________________
Employee Signature

Employee LMID or CLR ticket number: _______________________________

SECTION 2: Verification: To be completed by the Certifying Official. An original document MUST be viewed.

Select One:

☐ Original Birth Certificate or Certified Copy of Birth Certificate
☐ Passport – Current or Expired
☐ Certificate of Citizenship issued by the Immigration & Naturalization Service (INS)
☐ Record of Military Processing (DD1966)
☐ Hospital Certificate of Birth containing raised seal of registrar’s office
☐ Certificate of Naturalization
☐ US Passport card issued by the US Department of State for entry by US citizens into the US from Canada, Mexico, and countries of the Caribbean and Bermuda at land border crossings or seaports-of-entry, current or expired
SECTION 3: Certifying Official: Lockheed Martin Security or HR professional, manager/supervisor, or Notary Public.

I hereby certify that I have viewed the original document for the person listed above.

____________________________  _______________  ________________
Name of Certifying Official (Print)   LMID number   Date

__________________________
Signature of Official

OR
CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

State of __________________________

County of __________________________

On _____ day of ____________ , 20_____, before me, __________________________, personally appeared and proved to me on the basis of satisfactory evidence to be the person(s), whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of __________________________ that the foregoing paragraph is true and correct.

WITNESS by hand and official seal.

__________________________________________

Notary Public for the State of __________________________
My commission expires __________________________

[NOTARY SEAL]