

TEXAS A&M University Export Control Office

Request to Activate/Deactivate Access to Export Control Compliance Software

This form should be completed by the Texas A&M University department/unit head, or by the System Member’s export control representative, as appropriate, and signed and submitted to TAMU’s Export Control Office. A signature is also required from the proposed user if this is a request for a new account.

SECTION A

() Deactivate Account(s)* Please specify account name(s) _____.

Please deactivate the account(s) listed above effective _____ 201__.

Requesting Department/Unit/System Member Export Control Representative:

_____ (signature)
Name: _____
Title: _____
Dated: _____

*Account deactivation means that the searches of the existing account user will continue to remain accessible to the System member.

SECTION B

() Activate New Account. Complete Section B below.

1. My department/unit/system member export control office has completed a restricted party screening of the proposed user using export control compliance software licensed by Texas A&M University known as Visual Compliance (“Software”). The results of the screening did not raise concerns that have not been discounted as false positives.

Yes: ___ No: ___

By marking the “no” box, I am requesting that TAMU’s Export Control Office perform restricted party screening of the proposed user, because there has been no prior screening of the proposed user.

2. The proposed user has a business need to use and access the Software.
3. The proposed user has completed the basic on-line export control training course made available on The Texas A&M University System website.
**2111212 : Export Controls & Embargo Training - Basic Course-
Date Completed: _____**

4. If the proposed user's employment responsibilities or status changes, so that use and access to the Software is no longer necessary or appropriate, the requesting department/unit head/system member export control representative is responsible for providing prompt notice to TAMU's Export Control Office.

5. The proposed user will use the Software in accordance with applicable System and Texas A&M University policies, regulations, rules and procedures; and will use the Software only as needed to conduct Texas A&M University/Texas A&M University System business.

By signing this request, I certify that all information found in this request is accurate to the best of my knowledge, and I have read and agree to the above terms.

Proposed User:

<u>First Name</u>	<u>Last Name</u>	<u>Title</u>
<u>Email</u>	<u>Telephone</u>	<u>UIN</u>
<u>Address</u>	<u>City, State</u>	<u>ZIP Code</u>
<u>Signature</u>		<u>Date</u>

Requesting Department/Unit/System Member Export Control Representative:

_____ (signature)
 Name: _____
 Title: _____
 Dated: _____