

Keystone Connect Facility – Visit Authorization Form (VAF)

A Visit Authorization Form (VAF) must be completed for all personnel intending to visit the Keystone Connect Facility. For groups visiting in support of a common project or initiative, please list each individual in Section 1. All VAFs must be submitted to the Keystone Connect Operations and Facilities via email JimHart@tecfusions.com at a minimum 2 business days in advance of requested visit date. For after-hours **Emergency** requests, please contact Jim Hart (434.265.3191). Requestor shall fill out visitor information in entirety providing Full Legal Name, Email, Phone, Company Name represented and “X” indicating US Citizen. **Please attach Government issued ID to VAF form.**

All visitors must present a Government-issued ID (I.E. Driver’s License, Passport) upon entry to the facility.

NOTE: Only US Citizens and Green Card Aliens authorized access to the MDC Data Center. U.S. Person and permanent Green card holders are considered U.S. Citizens. All others are foreign nationals and will need to be cleared by Trade and Compliance.

VENDOR/CONTRACTOR REQUESTING VISITOR ACCESS						
REQUESTOR NAME:	Dan A. Richardson					
E-MAIL:	danrichardson@tecfusions.com					
PHONE:	410-917-7792					
PROGRAM/ORGANIZATION:	TECfusions					
POSITION/TITLE:	VP Of Construction					
SECTION 1 – VISITOR INFORMATION						
Full Legal Name (Last, First, Middle) As shown on ID	E-Mail Address (Business e-mail address preferred)	Phone	Company Name	Job Title	Prime Contractor	US Citizen “X” if Yes
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X

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SECTION 2 – VISIT DETAILS																			
Start Date & Time:	End Date & Time:																		
Point of Contact:																			
Purpose of Visit:																			
Site Access Extension Request:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Original Date: _____ Extension Date: _____																		
Requesting Access to Area(s)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Grounds</td> <td style="width: 33%;"><input type="checkbox"/> Generator Yard</td> <td style="width: 33%;"><input type="checkbox"/> TECfusions Office</td> </tr> <tr> <td><input type="checkbox"/> Building C</td> <td><input type="checkbox"/> Lab Lodge</td> <td><input type="checkbox"/> Arconic Office (Building A)</td> </tr> <tr> <td><input type="checkbox"/> Building D</td> <td><input type="checkbox"/> Loading Dock</td> <td><input type="checkbox"/> Alcoa Office (Building G)</td> </tr> <tr> <td><input type="checkbox"/> Building E</td> <td><input type="checkbox"/> LAN/TELCO Rooms</td> <td><input type="checkbox"/> Arconic Office (Building B)</td> </tr> <tr> <td><input type="checkbox"/> Building F</td> <td><input type="checkbox"/> TECfusions Main Entrance</td> <td><input type="checkbox"/> Security Control</td> </tr> <tr> <td><input checked="" type="checkbox"/> Building J</td> <td><input type="checkbox"/> Pump Building & Room</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Grounds	<input type="checkbox"/> Generator Yard	<input type="checkbox"/> TECfusions Office	<input type="checkbox"/> Building C	<input type="checkbox"/> Lab Lodge	<input type="checkbox"/> Arconic Office (Building A)	<input type="checkbox"/> Building D	<input type="checkbox"/> Loading Dock	<input type="checkbox"/> Alcoa Office (Building G)	<input type="checkbox"/> Building E	<input type="checkbox"/> LAN/TELCO Rooms	<input type="checkbox"/> Arconic Office (Building B)	<input type="checkbox"/> Building F	<input type="checkbox"/> TECfusions Main Entrance	<input type="checkbox"/> Security Control	<input checked="" type="checkbox"/> Building J	<input type="checkbox"/> Pump Building & Room	<input type="checkbox"/> Other _____
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FOR MDC ADMINISTRATION	
Badge Type:	<input type="checkbox"/> TECfusions <input type="checkbox"/> Tenant <input type="checkbox"/> Visitor (escorted) <input type="checkbox"/> Subcontractor-Temporary (escorted) <input type="checkbox"/> Subcontractor-Permanent <input type="checkbox"/> Tenant Contractor Note: Escort required until permanent badge has been issued
Reviewed:	<input type="checkbox"/> Yes <input type="checkbox"/> No DATE: _____
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No DATE: _____