



LM Security Operations Center
100 Global Innovation Circle, MP 801
Orlando, FL 32825-5003
(407) 306-7311

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 Ticket #

Section 2: Verification

- 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

- In order to certify they have viewed the original document checked in Section 2, the certifying official must:
 - Print and sign their name
 - 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:

- Fax without a cover sheet to LM Security at (720) 479-2750 (*Not Acceptable for Fingerprints*)
- Email a digital copy of the requested documents to: faxserver.lmsecurity@lmco.com (*Not acceptable for fingerprints*)
- Mail the requested documentation overnight to:
 - Lockheed Martin Corporation
 - Attn: LM Security
 - 100 Global Innovation Circle, MP801
 - Orlando, FL 32825

Please do not send copies or the original of any documents listed in Section 2 to LM Security.



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CITIZENSHIP VERIFICATION FORM

Please read the instructions carefully before completing this form.

SECTION 1: Employee Information

Last Name
(Please print)

First Name

M.I.

(Employee Signature)

Employee ID or Ticket #: _____

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)
- Report of Birth Abroad of a US Citizen of the U.S. (form FS240)
- 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 sea ports-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)

Signature of Official

Date

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 my hand and official seal.

Notary Public for the State of _____

My commission expires _____

[NOTARY SEAL]