



Citizenship Verification Form Instructions

Section 1: Employee Information

- Print your complete name: last, first, and middle initial
- Print your Employee ID or Clearance Request Ticket Number (CLR)
 - Ex. CLR000000123456

Section 2: Verification

- For verification, take one of the original document items listed in Section 2 of the Citizenship Verification Form to one of the following certifying officials:
 - Your Lockheed Martin Local Security Office
 - Your Lockheed Martin Manager
 - A Notary Public
 - Notarization is only required if the first two options are unavailable
- The Certifying Official must check the box associated with the original document used for Citizenship Verification
- Do not send original documents used for Citizenship Verification to LMSecurity

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
 - 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 (Choose One):

- 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 [Clearance Document Upload Portal](#). (The portal can be accessed through the LMPeople website by selecting Security Information, Clearance, and Visits and then selecting Submit Clearance Documents. Please choose Citizenship Verification for document type)
- Mail the requested documentation to:
Lockheed Martin Corporation
Attn: LMSecurity
100 Global Innovation Circle, MP801
Orlando, FL 32825



Citizenship Verification Form

Section 1: Employee Information

Last Name: _____ First Name: _____ Middle Initial: _____

Employee ID or Clearance Request Ticket Number (CLR): _____

Section 2: Verification - Certifying Official Only:

Please check the box below for the document used for Citizenship Verification:

- A birth certificate certified with the registrar's signature, which bears the raised, embossed, impressed, or multicolored seal of the registrar's office.
- A current or expired U.S. passport or passport card that is unaltered and undamaged and was originally issued to the individual.
- A Department of State Form FS-240, "Consular Report of Birth Abroad of a Citizen of the United States of America."
- A Department of State Form FS-545 or DS-1350, "Certification of Report of Birth."
- A U.S. Citizenship and Immigration Services Form N-560 or N-561, "Certification of U.S. Citizenship."
- A U.S. Citizenship and Immigration Services Form 550, 551, or 570, "Naturalization Certificate."

Section 3: Certifying Official Only:

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

Name of Certifying Official (Print): _____

Signature of Official: _____

Date: _____



Certificate of Acknowledgement 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: _____