

# NEED-TO-KNOW CERTIFICATION AND CLEARANCE FORM

**THIS PAGE IS REQUIRED FOR ALL PERSONNEL TAKING CLASSIFIED COURSES (Course registration is also required.) This form does not guarantee your registration in the class.**

Letters, visit requests, messages or long-term visit requests on file at Georgia Tech may NOT be used as approved admittance to these courses.

**INSTRUCTIONS:**

Security-clearance certification and need-to-know certification are required for all attendees. Respondents must also fill out the registration form.

For the courses below, **MAIL TO: Georgia Institute of Technology | GTRI Research Security Dept. | 350268 Georgia Tech Station | Atlanta, GA 30332 or FAX TO: 404-407-8691.** If you wish to receive notification that your form has been received, call GTRI Research Security at **404-407-6661.**

**YOU MUST WRITE THE DATE OF THE COURSE BELOW**

Advanced Radar Signals Collection and Analysis (ARSCA)	DATE:
Advanced RF Electronic Warfare Principles	DATE:
Cyber Warfare/Electronic Warfare Convergence	DATE:
Digital Radio Frequency Memory (DRFM) Technology	DATE:
Directed Infrared Countermeasures: Technology, Modeling and Testing	DATE:
Infrared Countermeasures	DATE:
Infrared/Visible Signature Suppression	DATE:
Principles of Radar Electronic Protection	DATE:
Radar Cross Section Reduction	DATE:
Threat Radar Systems	DATE:

**COURSE TITLE:** \_\_\_\_\_ **COURSE DATE:** \_\_\_\_\_

**PLEASE PRINT CLEARLY AND LEGIBLY**

It is mandatory that contractors receive approval through the Department of Defense contracting officer or his/her designated representative, or government employees receive approval through their supervisor before attending these courses.

I hereby certify that the named individual has the need-to-know for countermeasures and low observables to attend the classified presentations selected above.

The participant is performing work in support of contract number \_\_\_\_\_ or program \_\_\_\_\_ that requires access to classified information in the identified course.

**NEED-TO-KNOW CERTIFICATION – Government Employees: To be completed by a supervisor. Contractors: To be completed by a government sponsor/contracting officer.**

**All contractors wishing to attend our Need-To-Know Classified Course must have a U.S. Government Sponsor's/Contracting Officer's signature. Research Security will ONLY process a Need-To-Know Certification and Clearance Form with the appropriate signature. There will be no exemptions to this policy.**

Printed Name of Certifying Official		Title	Date
Signature		Activity	
Address			
Phone	Email		
Security Clearance Required – SECRET			

**CLEARANCE (to be completed by security officer)**

Registrant's Name: Last, First, Middle (Please print clearly.)		
Phone	Email	
Citizenship/Social Security Number	Date of Birth	Place of Birth
Security Clearance Level	Clearance Date	Signature of Attendee
Employer and Proper Address for Classified Mail ONLY		
Employer's Facility Clearance Level and Storage Capability and CAGE Code		
Certifying Official Name		Date Certified
Title		Phone
		Email
Security Officer Signature		

**Additional Course (if necessary)**

**YOU MUST WRITE THE DATE OF THE COURSE BELOW:**
