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 (TAMU) department/unit head, or by the System Member's export control representative, as appropriate. Please complete the activation or deactivation section of this form and email to TAMU's Export Control Office at exportcontrols@tamu.edu.

SECTION A – ACTIVATE NEW ACCOUNT

First and Last Name	Title	UIN
Email Address	Telephone Number	Country of Citizenship

By signing this request, I certify the following:

- All information found in this request is accurate to the best of my knowledge.
- I will use the Software in accordance with applicable A&M System, Texas A&M University, and my system members' policies, regulations, rules, and procedures; and will use the Software only as needed for my position.

Proposed User:

Signature**:** _____   Date: _____

Requesting Department/Unit/System Member Export Control Representative

I am the Requesting Department/Unit/System Member Export Control Representative and certify the following:

- The department/unit/system member export control office has completed a restricted party screening of the proposed user using the export control compliance software licensed by Texas A&M University known as Visual Compliance ("Software"). I will attach a copy to this form for review by Texas A&M University's Export Control Office.

- The proposed user has a business need to use and access the Software.

- The proposed user has completed the basic on-line export control training course 2111212: Export Controls & Embargo Training - Basic Course made available through SSO within the last two years.

- 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.

Signature: _____   Title: _____

Printed Name: _____   Date: _____

SECTION B – DEACTIVATE ACCOUNT

First and Last Name	Date to Deactivate	Name and Email Address of person receiving dynamic screenings

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

Signature: _____   Title: _____

Printed Name: _____   Date: _____

Ver 09/2022