



## Registered Visitor Request Form



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### OwlExpress

8. Use the following tabs to monitor the status of submissions as they move through the approval process:

a. **Expiring Soon** –



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- a. In the **Access Start Date** field, use the dropdown to select the desired date to begin access for your visitor.
- b. In the **Access End Date** field, use the dropdown to select the access end date for your visitor. This can be no more than 365 days (about 12 months) from the Access Start Date. The Sponsor will need to recertify the visitor 30 days prior to the Access End Date. Please allow enough time for background checks.
- c. In **Role of Visitor**





- d. **Deactivate Access** – To terminate visitor access, click the **Active** tab. Locate the appropriate visitor and click **Deactivate**.

The Registered Visitor Request Form will open. Scroll down to the bottom of the form and select the Inactivate button.

### Step 4: Monitor Your Submissions



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**b. Background Check Confirmation –**