



## Export License Exception (BAG) Certification for Export Administration Regulations (EAR) Controlled Items, Technology, and Software

### INSTRUCTIONS

#### **Export License Exception (BAG) for Temporary Exports/Reexports**

This exception (BAG) can be used for travel outside the U.S. when you are taking **PERSONAL** items or technology that would normally require a license from the Department of Commerce. For example, if you plan to take your personal laptop rather than a TAMUK laptop when attending a conference or traveling abroad, and you are taking controlled technology, software, or other information that would require a license, the BAG license is available.

Only the BAG exception is available for travel to Cuba, Syria and North Korea. Taking a TAMUK owned laptop, item, or technology would require a license.

The exemption **does not apply** to any EAR satellite or space-related equipment, components or software, or to any technology associated with high-level encryption products. This exception **DOES NOT apply** to items, technology, data, or software regulated by the Department of State's International Traffic in Arms Regulations (ITAR).

Record Keeping: The regulations require the use of this license exception be documented, and records must be kept for five years.

**Directions:** Complete the exception form and submit to your Export Controls Delegate a minimum of ONE MONTH prior to departure.

For a list of college/department delegates please see: <http://www.tamuk.edu/compliance/Visual Compliance Delegate List.pdf>

#### **KEEP A SIGNED COPY OF THIS EXCEPTION WITH YOU WHEN TRAVELING ABROAD**

**Retain a copy for your records for five years beyond the end of the trip.**

Name (Full Name):  Title:

College/Department:  Date:

Please Select Y/N: Is this travel related to a sponsored research project?

If yes, list all applicable project numbers/titles:

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, PDAs and digital storage devices). The Department of Commerce's Export Administration Regulations (EAR) makes an exception to license requirements for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The exception does not apply to any EAR satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data, or software regulated by the Department of State's International Traffic in Arms Regulations (ITAR).

Provide a detailed description of **items**, **technology**, or **software** to which this certification applies. Include the following information for each item:

**Type of device/technology/software, brand, model, model number, and Export Control Classification Number (ECCN)**

## Export License Exception (BAG) Certification

Country/countries traveling to:

Date departing the United States:  Date returning to the United States:

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By my signature below, I certify that:

1. I personally own the items, technology, or software I am taking abroad to the country/countries noted above.
  2. I am not shipping the items as unaccompanied baggage.
  3. The items, technology, or software are intended for necessary and appropriate personal use only.
  4. The items, technology, or software are not intended for sale or other disposal.
  5. I will return the items, technology, or software to the United States.
  6. I will keep the items, technology, or software under my "effective control" while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility).
  7. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:
    - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
    - b. use of password systems on electronic devices that store technology, and
    - c. use of personal firewalls on electronic devices that store technology.
  8. **I will not ship or hand-carry the items, technology, or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting with TAMUK's Office of Compliance.** If I am planning to travel to these countries, I will consult with the Office of Compliance.
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Signature

*\*Keep a signed copy with you when traveling abroad.*