

DATE

To: CUSTOMS OFFICIALS

SUBJECT: HANDCARRY OF LAPTOP COMPUTER

1. The individual named in this letter is a _____ employee carrying a (_____-owned /*personally-owned*) laptop computer authorized for temporary export under EAR Licensing Exception 740.9(a)(2)(i) TMP – Tools of the Trade. Software loaded on the laptop is authorized for export under NLR. Data files on the laptop (*do/do not*) contain technical data as defined by US export regulations and (*do/do not*) require authorization for export. The total value of this temporary export is under \$ 5000.00
2. The following information is provided:
 - a. Individual Hand Carrying Laptop Computer: **Name/Employee Number**
 - b. Description of Laptop Computer: **Make/Model Number/Serial Number**
 - c. Description of Software Loaded on Laptop: **For example, “Microsoft Office”**
 - d. Description of Data Files on Laptop: **For example, “Business Information,” or "Technical Data: Export Authority 22CFR125.4()_ (Insert Applicable Number)**
 - e. Duration of Overseas Travel:
 - f. Intended Itinerary of Traveler:
 - g. Name and Address of International Accommodations:
 - h. Name and Address of Foreign Destination:
 - i. Reason for Hand Carry:
3. The individual identified is temporarily exporting the laptop computer, software and data described above and will return them to the United States within one year from departure. These goods will remain in the individual’s possession and control for the duration of the temporary export. These goods are for the individual’s use only and are not for sale or sale on approval.
4. The individual has reviewed the following memo:
http://oim.hq.nasa.gov/oicms/docs/Safeguarding_Laptops_Memo.pdf

Signed by traveler’s supervisor