



Prohibited Item Exception/Exemption Request Form

[Facility Name]

[Date]

Key Form Definitions

1. **Controlled Item:** Potentially dangerous devices or items that are not prohibited in federal facilities but may require advance notification for entry for federal and contract employees only. Visitors cannot bring controlled items into a federal facility.
2. **Exception:** Temporary in nature and granted for specific occurrences or a defined period.
3. **Exemption:** Permanent in nature until rescinded.
4. **Prohibited Item:** An item, legal or illegal in nature, where possession is restricted from entry into a facility by federal, state, or local law, regulation, court-order, rule, or Facility Security Committee policy.
5. **Responsible Authority (RA):** Entities engaged in making security-related decisions, such as Facility Security Committees and/or tenant representative for single-tenant facilities, or legal authority.



Prohibited Item Exception/Exemption Request Form [Facility Name]

Requester Name	Dept/ Agency
Phone #	Email
Supervisor Name	Supervisor Email
Responsible Authority Name	Responsible Authority Email

Name of Prohibited Item	Image of Prohibited Item
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Description of Item and Justification for Exemption:

****Please Note: Items that are prohibited by federal law 18 U.S.C § 930, "Possession of firearms and dangerous weapons in Federal facilities (2011)", will not be granted an exemption.*

Do Not Fill. For Official Security Use Only.

Exemption Status:	Approved	Exemption Start Date:
	Declined	Exemption Expiration:

Requester Signature	Supervisor Signature	Responsible Authority (RA) Signature
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