

**EXPORT LICENSE EXCEPTION (BAG) CERTIFICATION**  
**For Export Administration Regulations (EAR) controlled Items, Technology, and Software**

**To:** Director of Research Compliance

**From (type name of employee or student):**

**Date:**

**Re: Export License Exception for Temporary Exports/Reexports\***

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, tablets, smartphones and digital storage devices). The Department of Commerce's Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for personal or 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).

Detailed Description (make, model and serial number) of Items, Technology or Software to which this Certification applies (insert description here):

By my signature below, I certify that:

1. I personally own the items, technology, or software I am taking abroad to (insert country(ies) where you are traveling)
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. My personal items, technology, or software will not be used for University business (except in the case of prior approval with the attached justification form);
5. The items, technology, or software are not intended for sale or other disposal;
6. I will return the items, technology, or software to the U.S.;
7. 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) unless otherwise directed;
8. 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 the technology;
9. **I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting with the A-State Director of Research Compliance.** If I am planning to travel to these countries, I will consult A-State Director of Research Compliance in Research and Technology Transfer (export@astate.edu).

Signed: \_\_\_\_\_

RCD#: \_\_\_\_\_

[if applicable]

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